

**TECHNICAL MANUAL**

**USAF DEFICIENCY REPORTING  
AND INVESTIGATING SYSTEM**

Prepared By: Automated Technical Order System (ATOS)

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# CHAPTER 1

## GENERAL INFORMATION

### DEFICIENCY REPORTING AND PROCESSING

#### 1-1 PURPOSE.

1-1.1 The purpose of this technical order (TO) is to establish a system to identify, report, and resolve deficiencies on military or weapon systems (hardware, software, mission critical computer systems, vehicles, clothing and textiles). During test, deficiency reporting and processing identifies deficiencies or proposed enhancements at a point in development that changes can be made at a significantly reduced cost. During operational deployment, it provides the method for the warfighter to formally communicate problems to the managing activity and get them resolved. This system should remain under government cognizance in order to realize the benefits of commonality of reporting, correct prioritization of issues, appropriate obligation of government resources and remain uninhibited from outside influences. The data captured by this process can also be used as a source of information (with analysis), to reflect the past performance history of either a contractor or organic entity. In addition, this data is used by organizations such as the Air Force Office of Special Investigation and the Defense Criminal Investigation Service. This TO interacts with AFI 21-118, Product Improvement Program; AFI 21-115, Reporting of Product Quality Deficiencies Across Component Lines; AFI 99-101, Developmental Test and Evaluation; AFI 99-102, Operational Test and Evaluation; AFOTECI 99-101, Management of Operational Test and Evaluation; AFMAN 23-110, USAF Supply Manual; and Workload Mission Assignment System (D086) (<https://www.msg.wpafb.af.mil/d086/>).

#### 1-2 SCOPE.

1-2.1 The procedures of this TO apply to all USAF agencies and organizations including; Defense Contract Management Agency (DCMA) offices or to Contract Administration Offices (CAO) or a Defense Contract Management Office, which is usually small and is a subordinate unit to a Defense Contract Management Agency Office (DCMAO) engaged in the performance of contract administration services on USAF contracts with private industry, organic depot maintenance facilities and Air Force test and evaluation activities. This includes subsidiary or affiliated agencies for which USAF has support responsibilities, such as Air Force Reserve Command (AFRC) and Air National Guard (ANG). Countries participating in the Deficiency Reporting program includes Technical Coordination Program (TCP) and International Engine Management Program (IEMP) participants (i.e., Foreign Military Sales (FMS), Security Assistance (SA), and European Participating Air Forces (EPAF) governed by AFMAN 16-101, and/or Letters of Offer and Acceptance (LOA), individual FMS case provisions, Multi-National Configuration Management Plan Agreement or International Engine Management Program Agreements under chapter 5 of this TO. The procedures of the TO apply regardless of the contracting methodology employed on a specific program or if an item is procured under commercial practices. Additionally, contracting clauses such as warranty special provisions, do not preclude the implementation of these procedures for a system or component.

1-2.2 Those deficiencies not meeting the criteria for reporting under this TO, table 3-1, will be closed and retained within the Application Support Environment (INFOCEN/ASE) DR data bases as potential candidates for the Product Improvement Working Group (PIWG) (AFI 21-118) or the appropriate forum agreed to by the using command and the action point, for example: Problem Solving Conferences, Vehicle Improvement Working Groups (VIWG), etc.

1-2.3 Vehicle deficiencies not meeting the criteria for reporting under this TO will be reported as an Unsatisfactory Report in accordance with (IAW) TO 36-1-191 for subsequent resolution by the MAJCOM and/or VIWG as appropriate.

#### 1-3 TO 00-35D-54 POLICY AND PROCEDURES.

1-3.1 For matters pertaining to overall DR policy and procedures within this TO, HQ AFMC/ENP has overall responsibility for this TO publication. Staff support for "acquisition cycle" DR policy and procedures is provided by HQ AFMC/ENP and AF/TE. HQ AFMC/ENPM plans and coordinates this TO policy between the Air Staff, using commands, all centers, and also interacts with other DOD components or agencies.

Submit change requests for improving this TO by using an AFTO Form 22, TECHNICAL ORDER IMPROVEMENT REPORT AND REPLY, IAW TO 00-5-1. DR policy clarification requests can be addressed to the following responsible office: HQ AFMC/ENPM, 4375 Chidlaw Road, Suite 6, Wright-Patterson AFB OH 45433-5006, DSN 787-6021, Comm (937)-257-6021.

#### 1-4 ORGANIZATION OF THE TECHNICAL ORDER.

1-4.1 Chapter 1, General Information - Purpose, scope, definitions, and conditions not to be reported IAW this TO.

1-4.2 Chapter 2, DR During Test and Evaluation - Addresses submission, response, and resolution of DRs during test and evaluation.

1-4.3 Chapter 3, DR Submission - Addresses report categories, submitting activities responsibilities, DR preparation, reporting procedures, time frames, originating point and screening point responsibilities.

1-4.4 Chapter 4, DR Processing and Resolution - Addresses the responsibilities of the single manager action point and support point.

1-4.5 Chapter 5, TCP and IEMP Participant DR Submission and Investigation Procedures - Addresses procedures for submitting TCP/IEMP DRs including DR funding, categorization, organizational responsibilities, exhibit handling, process ing, addresses, and time frames.

1-4.6 Chapter 6, Exhibit Handling and Processing - Addresses procedures, organizational responsibilities, time frames and forms to be completed for exhibit handling and processing.

1-4.7 Chapter 7, DR Data Base System - Addresses the INFOCEN/ASE DR data base system in general terms, identifies system access procedures and restrictions, lists DR data base fields, provides Air Logistics Center (ALC), and single manager (SM) points of contact (POC).

1-4.8 Chapter 8, Air Force Bad Actor Program - Addresses program procedures.

1-4.9 Chapter 9, Acceptance Inspection Deficiency Report Submission, Processing and Resolution.

#### 1-5 DEFINITIONS.

##### NOTE

The following definitions cover the majority of the text in this TO. In some cases those definitions that apply solely to a particular chapter are contained within that chapter.

1-5.1 Acceptance Inspection: This is an abbreviated DR used by the receiving organization prior to and during acceptance inspection on assets (e.g., aircraft, aircraft engines, engine modules) received from depot maintenance facilities, either contract (fixed facility and contract field teams or initial aircraft delivery) or organic IAW TO 00-20-1. The reporting of all Critical and Major defects found during the Acceptance Inspection utilizing the Application Support Environment databases (e.g., GO21, DB22, DB26, etc) is mandatory even though these defects may be repaired on site.

1-5.2 Action Point: The action point is the interface between the support point and the submitting organization. The Action Point is responsible for all technical/administrative actions for resolution of a deficiency report submitted IAW this TO. The action point may be combined with the support point, e.g., small programs, at the discretion of the SM for resource management. In other instances, the SM may delegate separate activities to act as an administrative action point (e.g., Single Point of Contact Office (SPOCO)). Only an AFMC action point is authorized to transmit a DR across component lines to a support point in another component.

1-5.3 Airworthiness - The property of a particular air system configuration to safely attain, sustain, and terminate flight in accordance with the approved usage limits.

##### NOTE

For CAT I DRs, complete engineering investigation and update database within 30 days after receipt of exhibit.



1-5.4 Category I DR: A report of a deficiency which:

1-5.4.1 If uncorrected, would cause death, severe injury, or severe occupational illness, or;

1-5.4.2 If uncorrected, would cause major loss or damage to equipment or a system, or;

1-5.4.3 Directly restricts combat or operational readiness, i.e. (deficient component/system prevents combat or operational system to function).

1-5.4.4 Use criteria from AFI 91-204.

#### NOTE

If any doubt exists concerning the category of a report between CAT I or CAT II, it will be coordinated with the wing safety office.

1-5.5 Category II DR: A report of a deficiency which does not meet the criteria of a CAT I or:

1-5.5.1 Is attributable to errors in workmanship, nonconformance to specifications, drawing standards or other technical requirements, or;

1-5.5.2 Is required for tracking by agreement of the SM and the using command DR Point of Contact, or;

1-5.5.3 Identifies a problem for potential improvement through the following forums: Product Improvement Working Group (PIWG) or Vehicle Improvement Working Group (VIWG), or;

1-5.5.4 Identifies a potential enhancement (applies to enhancements noted during the acquisition/sustainment cycle).

1-5.6 Chief Engineer: The designated System Chief Engineer (in support of the Single Manager) has technical responsibility, accountability and authority for all technical activities throughout the operational life of the program. The Lead Engineer has the same responsibilities as it pertains to an end item (equipment that can be used by itself to perform a military function).

1-5.7 Computer Program: A series of instructions in a form acceptable to digitally programmable equipment or a system designed to cause the execution of a sequence of computational or control operations.

1-5.8 Credit Reversal: A process by which the Action Point/SPO may request reversal of the process that gave the customer a credit, funded from the stock fund, when a CODE "Q" item was turned into supply. This action would only take place if the Action Point/SPO found the DR to be unsubstantiated at any point in the process of investigation. The customer would be requested to do a reverse post, and the funds would go back to the stock fund.

1-5.9 Customer Feedback: The DR process itself has a "customer feedback form" that provides the originator/originating point the opportunity to rate the process in each of the five areas in the process (Status Updates, Disposition Instructions, Results of Investigations, Corrective Actions, and Timeliness). See Appendix A, page A-33, for details on these data elements and their use.

1-5.10 Design Deficiency: Any condition that limits or prevents the use of materiel for the purpose intended or required where the materiel meets all other specifications or contractual requirements. These deficiencies cannot be corrected except through a design change.

1-5.11 DOD Action Point: For those deficiencies which cross DOD component and agency line IAW AFI 21-115, the "DOD action point" will be the published DOD Source of Supply (SOS) location. In those cases where the product was procured by other than the DOD SOS, the procuring activity can be considered as the DOD action point. Category II DR transactions between DOD activities and GSA may be processed IAW paragraph 1-9.3 and table 2-1. All transactions relating to a DR between AF and other DOD activities will be processed by the AF action Point.

1-5.12 Defect: Any nonconformance with specified requirements. Acceptance Inspection defects are classified as critical, major or minor, as follows:

1-5.12.1 Critical Defect/Nonconformance. A non conformance that judgement and experience indicate is likely to result in hazardous or unsafe conditions for individuals using, maintaining, operating, or depending upon the product; or a defect that judgement and experience indicate, or is likely to prevent performance of a mission. Involves Safety of Flight, personnel injury/death, or removal of equipment from service, and must equate to a "Red X" condition as defined in T.O. 00-20-1.

1-5.12.2 **Major Defect/Nonconformance.** A nonconformance, other than critical, that is likely to result in failure, or to materially reduce the usability of the equipment for its intended purpose, or may remove equipment from service. May equate to either a “Red X” or “Red /” condition as defined in T.O. 00-20-1.

1-5.12.3 **Minor Defect/Nonconformance.** A nonconformance that is not likely to materially reduce the usability of the equipment for its intended purpose, or is a departure from established standards having little bearing on the effective use of the equipment and equates to a “Red /” condition as defined in T.O. 00-20-1.

1-5.13 **Engine Item Manager (EIM):** An individual/office within the organization who has overall management responsibility of a complete engine and related engine components.

1-5.14 **Enhancement:** A condition which complements, but is not absolutely required for, successful mission accomplishment. The recommended condition, if incorporated, will improve a system’s operational effectiveness or operational suitability. A condition should not be designated as an enhancement due solely to an “out-of-scope” nature to contractual requirements.

1-5.15 **Equipment Specialist (ES):** The individual that may have technical responsibility for the resolution of the deficiency or enhancement when engineering responsibility for an item or system has been transferred to an ALC.

1-5.16 **Exhibit:** The failed/deficient or non-conforming item. See chapter 6 for handling, processing, instructions, and holding activity responsibilities.

1-5.17 **Feedback:** The Deficiency Reporting process is essentially a feedback process in itself. See paragraphs 3-4.8.2 and 3-4.8.3.

NOTE

Feedback books/forms provided to the customer shall not replace formal deficiency reporting as required by this TO. If alternate feedback mechanisms are used they CANNOT be used for CRITICAL/MAJOR defects and must clearly state that the information provided is informational only and does not fulfill the reporting requirements of this TO.

1-5.18 **Government Furnished Equipment (GFE).** Any equipment that belongs to the government and is furnished to the contractor.

1-5.19 **Government Furnished Material (GFM).** Any material that belongs to the Government and is furnished to a contractor/repair center.

1-5.20 **Information Only DR:** A noted condition that meets the criteria for a reportable deficiency or condition that has been previously reported as a DR. An info only DR does not require a formal investigation or disposition instructions since there is usually no exhibit held. An info only DR may have a MIP number assigned and may be investigated at the action points discretion. An info only DR is still used for analysis and will assist the engineer in establishing trends.

1-5.21 **Item Manager (IM):** An individual/office who has overall management responsibility of an item.

1-5.22 **Information Central (INFOCEN):** Refer to paragraph 7-1.2 of this TO.

1-5.23 **Lead Engineer:** The designated Lead Engineer (in support of the End-Item Manager) has technical responsibility, accountability and authority for all technical activities for the End Item (equipment that can be used by itself to perform a military function) throughout the operational life of the end item.

1-5.24 **Material Deficiency:** The failure of an item or end item, which worked initially, that was not attributable to either the repair or manufacturing process, but was due to an unpredictable failure of a component or subassembly.

1-5.25 **Materiel Group Manager (MGM):** A single manager responsible to his/her customers for all aspects of the planning, development, sustainment, and evolution of a particular system/product/materiel including Deficiency Reporting Process (DRP). A Materiel Group is primarily differentiated from a Product Group by the fact that a Materiel Group does not require a standing development capability. Materiel Groups normally receive consolidated management for sustainment largely for reasons of economy of scale and specialization of technical/engineering expertise.

1-5.26 Materiel Improvement Project (MIP): A MIP is a planned effort to investigate and resolve deficiencies, adverse trends, or to evaluate proposed improvements or enhancements. A MIP may be established whenever a deficiency, improvement, or enhancement is determined to warrant further investigation or consideration and is used to monitor and control actions related to it.

1-5.27 Mission Critical Computer System (MCCS): A type of digitally programmable equipment or system which is physically incorporated within a larger system whose primary function is not data processing.

1-5.28 Mission Software has the following characteristics:

1-5.28.1 Mission software supports or performs user oriented tasks.

1-5.28.2 Software that implements tactics, operational concepts, and operational procedures is mission software. Changes to the system's operational mission, to tactics, or to user procedures often require corresponding changes to mission software.

1-5.28.3 Mission software directs the information exchange with other systems but relies on system software to actually accomplish the exchange.

1-5.28.4 Mission software interacts with the user through displays and controls but relies on the system software to communicate with these hardware devices.

1-5.28.5 Ideally, systems with mission software are designed so that changes to mission related functions can be made with little or no impact on system software.

1-5.29 Non-Government Personnel: Anyone who is not a Federal employee. Thus, all contractors are Non-Government Personnel.

1-5.30 Operating Command (OPCOM): The USAF using command that operates the weapon system (e.g., ACC, AMC, AETC, AFRC, USAFE, PACAF).

1-5.31 Originator: Individual within a component (Army, Navy, Marines, Air Force, Coast Guard, Defense Logistics Agency (DLA), Contractor or General Service Administration (GSA)) which discovers a deficiency and reports it.

1-5.32 Originating Point: Acts as the focal point for communication/interaction with the screening point/action point. Reviews reports to assure they are valid, complete, accurate, and properly addressed; assigns report control numbers (RCNs), ensures proper marking and handling of exhibits, transmits reports to the appropriate Application Support Environment database and monitors out standing reports. A contractor that receives defective Government materiel and reports it is also considered to be an originating point.

1-5.33 Prime Contractor: An organization that enters into an agreement directly with the United States government to furnish supplies or services, including major systems and subsystems. Can also be the support point.

1-5.34 Product Group Manager (PGM): A manager responsible to his/her customers for all aspects of planning, development, sustainment, and evolution of a particular system/product/materiel, including DRP. Product groups are compilations of several specific products in all life cycle phases and are characterized by an ongoing development requirement as well as a much larger cumulative sustainment effort.

1-5.35 Quality Assurance Specialist (QAS): An individual that has responsibility for resolution of a quality related deficiency, or may be an individual that supports investigation of quality related deficiencies. Assures that provisions for the control of quality are included in contracts. Provides analysis/trends to appropriate focal point identifying problems and assist in the resolution and corrective action process. In addition, QAS's may assist in audits, reviews and development of plans and procedures to ensure quality products and services.

1-5.36 Quality Deficiency: Is attributable to errors in workmanship, nonconformance to specifications (initial failure), drawing standards, or other technical requirements.

#### NOTE

A quality deficiency is a defective or nonconforming condition which limits or prohibits the product from compliance, type of material used, manufacturing techniques and overall level of workmanship (AFJMAN 23-215).

1-5.37 Supply Discrepancy Report or SF 364: The types of discrepancies are overages, duplicate shipment, wrong item, misdirected shipment, nonreceipt, shortage, quality deficiency (see NOTE), damaged or improperly packed shipment, insufficient shelf life, or billing discrepancies. Request for financial credit or replacement of the item requires submission of a SDR. This form has also been established as the form for deficiency reports from countries NOT PARTICIPATING in either the Technical Coordination Program (TCP) or the International Engine Management Program (IEMP).

1-5.38 Responsible Engineer: The individual that has engineering responsibility for the resolution of a deficiency or enhancement when engineering responsibility for an item or system resides at a product center.

1-5.39 Screening Point: The SPOCO at each respective ALC or the System Program Office (SPO) for items still in acquisition is the designated focal point for the receipt and processing of DRs. SPOCO/SPO will review each DR for proper categorization, validity, correctness of entries, accuracy and completion of information. Obtain correct or missing information from the origination point, utilizing telephone or electronic messages. Determines and processes DR to the proper action point within or outside the organization and or component. The screening point may also review closings and periodically monitor the timeliness of DR replies/status updates to the originating point.

1-5.40 Single Manager (SM): Single Managers under Integrated Weapon System Management (IWSM) are made up of the System Program Director (SPD), Product Group Manager (PGM), and the Materiel Group Manager (MGM). Single managers are responsible to their customers for all aspects of planning, development, sustainment, and evolution of a particular associated product(s) directly to the customer. The SM will include DRP planning into the master plan and other programmatic documentation. The Single Manager of his designated representative chairs the Materiel Improvement Project Review Board (MIPRB).

1-5.41 Single Point of Contact Office (SPOCO): The SPOCO will serve as one face, one phone number to the customer, to answer/direct questions/ DR related concerns that any customer may express. Although secondary functions and responsibilities vary from one ALC to another, the prime function remains the same. The SPOCO will serve as the POC and administrative Action Point for the SMs on DRs. SPOCOs are usually located at each ALC and are staffed with various skill levels (e.g., Equipment Specialists, Quality Assurance Specialists, data file managers, and clerical personnel to support the SM).

1-5.42 Support Point: The activity that assists the action point (as requested) in processing, investigating, and resolving a deficiency. This activity may or may not be collocated within the action point activity and may be a contractor. In addition, the support point may be the Gold Program activity, that has been tasked by the action point to assist in the investigation of an item they produced.

1-5.43 System Program Director (SPD): A manager responsible for a Weapon or Military System throughout its life cycle, and whose primary customer is the OPCOM. The OPCOM will come to the SM for initial requirements, issues, or changing system requirements. The SPD may also interface with other SMs to resolve and/or transfer DRs as appropriate. The SPD will perform the master planning function for their system and include DRP planning in the master plan.

1-5.44 System Program Office (SPO): The SPO may serve as one face, one phone number to the customer, to answer/direct questions/DR related concerns that any customer may express while it remains at the managing activity.

1-5.45 System Software: Allocates, controls, monitors, and supports the system's hardware resources. Software not specifically mission software is system software.

1-5.46 Trend Analysis: See Appendix A, page A-35, for computer generated Trend Analysis Data Elements.

1-5.47 Using Command Headquarters Point of Contact: An office or individual which functions as a contact point for all DR issues for that command. (Refer to Appendix B).

## 1-6 MINIMIZE PROCEDURES FOR REPORTING.

1-6.1 Due to the critical nature of Cat I DRs, the use of telecommunication facilities is authorized during MINIMIZE for reporting (automated reporting processes, i.e. PC electronic file transfer or CAMS/ INFOCEN/ ASE, are required when feasible. Messages will normally be used only as a backup).

## 1-7 APPLICATION SUPPORT ENVIRONMENT DR DATA BASES.

1-7.1 DR system users will obtain on- line "read "or " update" capability of the DR data bases, via the appropriate file manager/data base manager (paragraph 7-1.6). "Read" capability will be authorized to all

system users. "Update" capability will be restricted according to the user's assigned function. Equipment requirements are: VT100 terminal emulation software on a personal computer with either TELNET connectivity across the DISNET or Modem connectivity across a dedicated data phone line. The World Wide Web (<https://www.asc.wpafb.af.mil/infocen>) is used to provide information about and access to the DR databases via the INFOCEN-WEB. Additional requirements include a personal computer connected to the Internet (user must be in the .mil domain either by DNS or by proxy) with a Web Browser capable of supporting the Secure Sockets Layer (SSL) protocols. Provide your complete name(s), organization office symbol, street address, base/location, 9-digit zip code or APO, DSN phone number, and user name to appropriate file manager/data base manager for processing.

1-7.2 Reference chapter 7 of this TO for further information on the Application Support Environment data bases and their use.

## **1-8 SOFTWARE DEFICIENCIES.**

1-8.1 Report and handle software deficiencies in the same manner as hardware deficiencies.

## **1-9 CROSS COMPONENT REPORTING.**

1-9.1 When sending DRs across component lines to another service or DOD agency/activity (DLA, GSA), use AFI 21-115, Product Quality Deficiency Report Program. This regulation lays out a system for submission and support of all cross component reports and addresses only Government owned items.

### **NOTE**

When a cross component report is sent by the AF action point, the action point retains the responsibility for tracking the investigation and updating the INFOCEN/ASE DR data base records (see chapter 4 for further information on action point responsibilities). Be aware that the AF action point becomes the DOD screening point under these circumstances IAW AFI 21-115.

1-9.2 Category I and II deficiencies concerning items procured through GSA will be processed according to AFI 21-115.

1-9.3 Category II deficiencies concerning items procured through GSA Tools Commodity Center, including all Standardization and Control of Industrial Quality Tools (SCIT), may be reported directly to GSA via the GSA Discrepancy Reports Center Hotline, 1-800-488-3111. GSA National Customer Service Center serves as the screening point and issues a control number to the reporting agency. The discrepancy is tracked in the GSA discrepancy data base. GSA Fort Worth Texas serves as the action point and issues disposition instructions.

## **1-10 GOVERNMENT INDUSTRY DATA EXCHANGE PROGRAM (GIDEP) MONITOR.**

1-10.1 The ALC GIDEP monitor should access INFOCEN Application Support Environment (INFOCEN/ASE) for GIDEP requirements.

## **1-11 MATERIEL SAFETY PROGRAM MANAGER (MSPM).**

1-11.1 The MSPM should access INFOCEN/ASE for safety implications on CAT I's and assign action numbers where appropriate for tracking through the DB10 Safety System. In addition the SM or representative will notify the MSPM of any CAT I DRs IAW AFI 91-204, supplement 1. When the MSPM and SM determine it is appropriate, the MSPM will assign an Action Item Number (Form 288 in DB10) for tracking in the Materiel Safety Task Group (MSTG) unless the CAT I DR is already being tracked in a MISHAP Report (Form 780 in DB10).

1-11.2 Anyone who reviews a CAT II DR and determines it is safety related should refer it to the MSPM for MSTG action/tracking as appropriate.

## **1-12 WAIVER OF DR REQUIREMENTS.**

Waiver requests against the requirements of this TO will be forwarded by the implementing command DR focal point to HQ AFMC/ENPM for coordination. Upon coordination by the implementing command, the waiver request will be sent to HQ AFMC/ENPM, 4375 Chidlaw Road, Suite 6, Wright- Patterson AFB, OH 45433-5006, for final approval. Waivers relative to the implementation of the standard INFOCEN/ASE data base must include supporting rationale for cost of development, operation, and compatibility considerations to include on-line capability for access of common reporting requirements.

### 1-13 GENERAL OVERVIEW OF DR RESPONSIBILITIES.

1-13.1 Table 1-1 shows the general flow and responsibilities in the DR process. See subsequent chapters for specific timeframes and responsibilities.

Table 1-1. DR Submission and Processing Responsibility Chart

ORIGINATOR	ORIGINATING POINT (Normally Local Quality or Safety Organization)	SCREENING POINT/ (ALC SPOCO/-SPO)	ACTION POINT (ALC/SPO)	SUPPORT POINT
<p>1. Discovers Deficiency.</p> <p>2. Forwards draft DR to Originating Point: a. Cat 1 - 24 hours b. Cat 2 - 3 work days</p> <p>3. Identify DR materiel with DD Forms 2332 and 1575.</p> <p>4. Secure, segregate and suspend DR materials. Secure all available documentation. i.e., serviceable tags. DRs.</p>	<p>1. Certify Validity, completeness, and accuracy of DR.</p> <p>2. Assign RCN.</p> <p>3. Finalize DRs</p> <p>4. Submit DR to Screening Point via ASE: a. Cat 1 – 24 hours b. Cat 2 – 13 workdays</p>	<p>1. Check ASE database daily for new DRs.</p> <p>2. Screen DRs for validity, accuracy and completeness.</p> <p>3. Input to ASE all manually received DRs, i.e., FAX, SF – 368.</p> <p>4. Coordinate and retransmit via ASE misrouted DRs.</p>	<p>1. Acknowledge receipt: a. Cat-1 1 workday b. Cat-2 10 workdays</p> <p>2. Evaluates DR.</p> <p>3. Determines if warranty applies - takes appropriate action with Warranty / Item Manager.</p> <p>4. Determines if Credit applies – takes appropriate action.</p>	<p>1. Performs investigation when required by Action Point.</p> <p>2. Provides exhibit disposition instructions to Action Point or directly to holding activity (with prior Action Point authorization).</p> <p>3. Conducts investigation (when requested) and provides status updated to Action Point as significant events occur.</p> <p>4. Upon completion of analysis, provides results to Action Point.</p>

Table 1-1. DR Submission and Processing Responsibility Chart - Continued

ORIGINATOR	ORIGINATING POINT (Normally Local Quality or Safety Organization)	SCREENING POINT/ (ALC SPOCO/-SPO)	ACTION POINT (ALC/SPO)	SUPPORT POINT
	<p>5. Monitors ASE database for exhibit disposition instruction and status.</p> <p>6. Coordinates exhibit disposition via ASE database. Provides copy of DR to base supply for exhibit identification.</p> <p>7. Monitors ASE database for status updates from Action Point.</p>	<p>5. Assigns Action Point via ASE Input.</p> <p>6. Assigns MIP number or QAS code as required.</p> <p>7. May update ASE database with DR acknowledgement, initial or final exhibit disposition, periodic status updates and DR closing actions.</p>	<p>5. If no investigation is required close DR in ASE Database with narrative and closing code explaining rationale for closure. (Narrative and exhibit disposition instructions not normally required for Information Only DRs).</p> <p>6. If Action Point conducts investigation, provide exhibit disposition Instructions: a. Cat 1- 1 workday b. Cat 2- 10 workdays</p> <p>7. Request Support Point assistance (if required).</p>	<p>5. Processes exhibit according to instructions for Action Point to include: a. replace DD Form 2332 and DD Form 1575 with appropriate DD Form 1570 series tag. i.e., repairable, return or condemn. b. notify Action Point of final exhibit disposition.</p>



Table 1-1. DR Submission and Processing Responsibility Chart - Continued

ORIGINATOR	ORIGINATING POINT (Normally Local Quality or Safety Organization)	SCREENING POINT/ (ALC SPOCO/-SPO)	ACTION POINT (ALC/SPO)	SUPPORT POINT
		<p>8. ALC File Manager in SPOCO may monitor the ASE database to review format of data, timeliness of updates, closing actions, assign data base access and coordinate and Recommend changes to Data Base Manager.</p> <p>9. Serves as ALC interface between Originating Point and Action Point.</p>	<p>8. Monitor Support Point investigation.</p> <p>9. Provide status updates via ASE every 30 days unless otherwise indicated in ASE.</p> <p>10. Provide investigation results, closing action and preventative action to Originator.</p> <p>11. Provide final exhibit disposition instructions to Support Point. (if required)</p>	



## CHAPTER 2

### DEFICIENCY REPORTING DURING TEST AND EVALUATION

#### 2-1 PURPOSE.

2-1.1 This chapter provides procedures for submitting and processing DRs during test and evaluation (T&E). During test, deficiency reporting and processing identifies deficiencies or proposed enhancements at a point in development that changes can be made at a significantly reduced cost. This chapter contains specific T&E DR processes and is meant to augment the rest of the TO during any Air Force T&E. A flowchart depicting a typical process used during T&E (including prime contractors) is shown in figure 2-2. Every test program will follow this process. This chapter interacts with AFI 99-101, Development Test and Evaluation, and AFI 99-102, Operational Test and Evaluation.

#### 2-2 SCOPE.

2-2.1 This chapter applies to all Air Force agencies involved in Development or Operational T&E (DT&E/OT&E) and to contractors who perform T&E during development, operation, maintenance, repair, storage, and disposal. Test organizations will submit deficiencies found during test to the System Program Office (SPO) or appropriate Product Group. Creating and submitting DRs is performed by originating point at submitting organizations. Overall management, response, and resolution of DRs is performed by an action point who is or acts for a single manager (SM). Specific response and investigation is performed by support points (SPs) as requested by the action point. This chapter applies to weapon and military systems (e.g., information systems), products, and materiel, including commercial off-the-shelf and non-developmental items, hardware and software in development, acquisition, or T&E. In addition, this chapter applies to government furnished materiel provided to acquisition contractors and used as an integral portion of the system. Foreign Military Sale (FMS) case deficiency reports may be reported and investigated during Air Force T&E when appropriate.

#### 2-3 NOTED CONDITION.

2-3.1 DRs may be created and submitted for, but not limited to, the following conditions:

*Table 2-1. Types of Noted Conditions*

1. Operational Suitability
2. Operational Effectiveness
3. Malfunction
4. Reliability
5. Compatibility
6. Integration
7. Interoperability
8. Safety
9. Vulnerability
10. Survivability
11. Human Factors
12. Difficulty of Operation or Maintenance
13. Expense of Operation or Maintenance
14. Design
15. Utility
16. Maintainability
17. Logistics Supportability
18. Reparability
19. Quality
20. Environmental
21. Enhancement

2-3.1.1 Conditions 1 and 2 are overlapping and may be used to identify a set of conditions. Conditions 3 through 20 are subsets of 1 and/or 2 and may be used to identify a specific condition.

2-3.2 Noted conditions may become DRs if the submittal criteria in table 2-2 are met and the condition is not excluded from tables 2-3 and 3-1.

*Table 2-2. DR Submittal Criteria to be Reported*

1.	Nonconformance to Specification
a.	Performance
b.	Quality (initial failure)
2.	Failure Denotes Unacceptable Condition to Submitter
a.	Rate Constitutes Trend (high rate of failure)
b.	Severity of Impact (overall on system)
3.	Hazard to System or Personnel
a.	High Risk
b.	Safety
4.	Requirement Inadequacy or Capability Shortfall
a.	Mission or Operation Degradation
b.	Difficulty of Fabrication, Use, Maintenance, Repair, Storage, or Disposal
5.	Nonconformance to User Expectation

*Table 2-3. DR Exclusion Criteria Not to be Reported*

1.	Specific moratorium is negotiated by the action point with DT&E/OT&E and the originating point OPCOM (if appropriate). Refer to chapter 1, paragraph 1-12.
2.	During DT&E, no submittal for specially-instrumented material which is used for DT&E data collection when the special instrumentation was the cause of the problem.

## 2-4 ORIGINATOR RESPONSIBILITIES.

2-4.1 The originator will discover, identify, and document deficiencies, and enhancements that may become DRs, and ensure potential exhibits and supporting data are made available to the originating point.

2-4.1.1 Warranted Items: Do not change the DR process because reported components are under warranty. The originating point may request permission from the warranty manager to organically repair the warranted item when mission requirements dictate.

2-4.1.2 Whenever submittal criteria are met, submit DRs regardless of whether materiel, property, or equipment is government or contractor finished.

2-4.1.3 To determine the DR category, reference table 3-2.

2-4.1.4 Prepare draft DR utilizing a test originating point worksheet (i.e., figure 2-1), or SF 368, PRODUCT QUALITY DEFICIENCY REPORT (known in the Air Force as a Deficiency Report "DR"). The draft should contain the basic information and any recommendations the originating point has for fixing the problem. When submitting a single report conveying multiple occurrences of the same deficiency, ensure that all required information is included.

1.	Name of Item: _____
2.	Date Discovered or Confirmed: _____
3.	Hardware or Software Identification (e.g., P/N, NSN, Program (e.g., CPIN), SIN, etc)
4.	Details (what/when noted, scenario, problem, troubleshooting, etc)
5.	Impact(s):
6.	Recommendation:
7.	Name, rank, office symbol, address, phone:

*Figure 2-1. Example Test Originating Point Worksheet*

2-4.1.5 Forward the draft DR with supporting data (reference paragraph 2-5.3, item 22j) to the originating point. All CAT I DRs will be forwarded to the originating point within 1-workday; CAT II DRs within three workdays. The Date-Deficiency-Discovered block may use the date a Watch Item (WIT) is confirmed to warrant a CAT II DR. Do not process obvious CAT I DRs as WITs. The CAT I may require an initial submission with a minimum of information, followed up by further information when determined.

2-4.1.6 The originator/originating point will identify, secure, segregate, and tag any associated item, equipment, materiel, or media on the system, product, or materiel being reported IAW chapter 6. When materiel is owned by the contractor, the SM and contractor will determine the need for any materiel (exhibits) required for deficiency analysis.

## **2-5 ORIGINATING POINT RESPONSIBILITIES.**

2-5.1 The originating point has overall management responsibility and serves as focal point for all submitting organization tasks. The originating point is the test director (or designated representative) who has overall control of the system being tested. The originating point will interact with the screening point as required to ensure the DR is valid, accurate, and complete. The originating point will ensure submittal criteria are met, exhibit is available if appropriate, and the DR is submitted. The originating point will establish procedures to track the progress and resolution of the DR after submittal and to provide feedback to the originating point and T&E organization.

### **NOTE**

During T&E, the originating point has the responsibility to ensure all noted conditions are identified, submitted as DRs as appropriate, and their status followed up. DRs should form the basis of a system problem found during T&E. If there is any doubt whether a noted condition meets submittal criteria, submit the DR. If any doubt exists concerning the category of a report between Cat I or Cat II, it will be coordinated with the safety office or other areas of expertise, as appropriate.

### **2-5.2 Validate the Draft DR.**

2-5.2.1 Review the Watch Item (reference paragraph 2-6). Verify completeness and accuracy of the noted condition (e.g., sequence of events, details of the problem, troubleshooting, test data, item/system configuration, etc). A recommendation should always be provided.

2-5.2.1.1 Verify security classification of the DR. Ensure DRs do not contain classified, source selection-sensitive, competitive prototype, proprietary, or other sensitive information unless the report complies with ACPD 31-4 and other applicable directives.

2-5.2.2 Validate or obtain item identification data. If required data is not available, contact the SM responsible for the weapon or military system, or the system's contractor.

2-5.2.3 Research historical records (using WITs, DRs in ASE, aircraft or system logs, etc).

**2-5.3 Prepare Final DR in Appropriate Format and Assign the Report Control Number (RCN).**

1. Specific moratorium is negotiated by the action point with DT&E/OT&E and the originating point OPC-OM (if appropriate). (Refer to chapter 1, paragraph 1-12).

4. **DATE DEFICIENCY DISCOVERED (D DEF DISC):** The date the problem was discovered or a WIT was confirmed to warrant a DR. Use only a date discovered entry for obvious safety related conditions. Do not unduly slow the DR process by using date-confirmed entries.

21. **EXHIBIT DISPOSITION:** An additional disposition may be used:

6. Other. Include specific disposition of a possible exhibit. For example, "test asset still installed."

22. **DETAILS.**

22a. **CIRCUMSTANCES PRIOR TO DIFFICULTY (CIR PRIOR (DIFF):** Use the format in chapter 3, table 3-3, if applicable; otherwise, "See 22b."

22b. **DESCRIPTION AND CAUSE OF DIFFICULTY (DESC AND CAUSE OF DIFF):** Add appropriate details, such as: type of test, configuration, details of test, test evaluation, operational effects and other impacts, troubleshooting, watch item data, inputs from various disciplines (maintenance, pilots, R&M, etc), repeatability and trends, etc. Include the condition type(s) and submit criteria (from tables 2-1 and 2-2).

22c. **ACTION TAKEN AND/OR RECOMMENDED (ACT TAKEN OR RECM):** Include actions-taken in block 22b as part of the details. Include a recommendation which in the submitting organization's opinion will correct or assist in resolution of the stated problem. The primary recommendation should be general in nature, asking for resolution. Specific suggestions, workarounds, or requests for consideration may be added.

22f. **SUPPORT DATA MAILED:** Supporting data include photographs, drawings, illustrations, specifications, or other supporting data (such as contractor unique serviceable or reparable documents) and should be sent to the action point. Identify all supporting data with the report control number (and MIP number, if assigned), and add identifying and orienting lines and other distinguishing marks to show location, size, etc, which may assist in the investigation. Three copies of the supporting data are usually required: one for the screening point, one for the action point, and one for the support point.

22j. **OTHER PERTINENT DATA.** Enter other pertinent data for all DRs, as appropriate.

2-5.4 The originating point will ensure the test directors concur with the DR prior to release. If there is disagreement between test directors during combined DT&E/IOT&E, the originating point will release the DR with disagreement noted in the Detail section (table 3-3, block 22j2).

2-5.5 Submit final report to the appropriate Application Support Environment ( INFOCEN/ASE) data base via approved automated means. Report a CAT I within two workdays after discovery of the deficiency. Report serious safety hazards immediately by telephone or facsimile. INFOCEN/ASE E-mail may also be used as a backup. Submit a CAT II within 13 workdays after discovery/confirmation of the deficiency. Submission of the DR will not be delayed to await transmittal of the AFI 91-204 mishap message. A DR is also used when failure is not suspected but an investigation is needed. If this is not feasible, message, facsimile, or other reporting method may be used on an exception basis when prior approval is arranged between the submitting organization and the responsible SM. When using message for reporting, CAT I DRs will have an assigned precedence of "Priority." CAT II DRs will be assigned a "Routine" precedence.

#### NOTE

Air Force units may not send a DR across DoD component and agency lines IAW AFI 21-115. DRs requiring action by another DoD agency or component will be submitted to the appropriate INFOCEN/ASE data base where the Air Force action point will effect the DR transfer to the DoD action point.

2-5.6 Due to the critical nature of CAT I DRs, use of telecommunication facilities is authorized during minimize.

2-5.7 Acceptance Inspection DRs. Reference chapter 9.

2-5.8 Exhibit and Support Data Processing. Reference chapter 6.

2-5.9 Status Inquiries.

2-5.9.1 The originating point will obtain status of outstanding DRs by directly accessing the appropriate INFOCEN/ASE data base (reference chapter 7) weekly as a minimum, recommend daily. The screening point will follow up on exhibit shipping instructions, requests for further information or supporting data, requests for verification, etc. If no initial response or update is received from the action point by the status due-date, the originating point should notify the action point to obtain current status (reference chapter 4).

2-5.9.2 The originating point will notify and work with the action point if any disagreement is noted with the response or resolution of the DR. If disagreements cannot be worked out between the submitting organization and screening point/action point, the issue may be elevated to the MIPRB or the next highest level (i.e., between Responsible Test Organization (RTO)/CC and the Product/Logistic Center/CC).

2-5.9.3 The originating point will periodically provide updated status data to the originator and to the Test and Evaluation Deficiency Review Board (T&E DRB) (reference paragraph 2-7).

## 2-6 WATCH ITEM TRACKING SYSTEM.

2-6.1 Watch Item. The Watch Item (WIT) tracking system is the initial phase of the DR process used during DT&E/OT&E. Whenever an actual or potential condition occurs which is listed in table 2-1, treat the condition as a WIT in order to monitor and/or observe the condition prior to releasing a DR. WITs will be processed in a timely manner. Conditions which are serious in nature and warrant a CAT I DR shall be submitted immediately with supplemental information provided as necessary. WITs which are in open or unresolved status at the end of a T&E phase will be reconciled by submission as a DR or closed as WITs based on other disposition. Not all WITs will be reported as DRs. The originating point will use tracking, validation, ranking procedures, and a T&E DRB to ensure all conditions and WITs are evaluated, appropriately submitted, and followed up.

#### NOTE

WITs will not preclude nor replace the DR process.

2-6.1.1 In order to originate and track a WIT, use the format established in DREAMS II (SF368 equivalent). DREAMS II has the advantage of seamless DR submission of WITs when appropriate. Track WITs using the database provided on the infocen WEB page or equivalent locally developed system. Track the type(s) of noted conditions from Table 2-1 which apply, and the submittal criteria from table 2-2 if applicable. WITs are

normally for internal testing use only and are not to be released during T&E outside the test team or its parent organization.

## **2-7 T&E DEFICIENCY REVIEW BOARD (DRB).**

**2-7.1 T&E DRB.** The T&E DRB will review WITs which may become DRs, determine the initial prioritization of DRs, and review the status of released DRs. The T&E DRB will be convened by the DT&E/OT&E originating point, chaired by the DT&E/OT&E test directors, and staffed by T&E personnel. To ensure a maximum interchange concerning WIT and DR actions and issues, the SM and operating command may attend. The supporting and participating commands, and system contractor personnel should attend. Attendees should be at a level equal to the DT&E/OT&E test directors. Attendees will be able to speak and commit for their Command. Any attendee who does not agree with T&E DRB results may independently submit a DR.

**2-7.1.1** The SM must ensure, perhaps through Statement of Work (SOW) and Contracts Data Requirements list requirements, that the contractor has an internal deficiency reporting process which contains sufficient data to be compatible with the government reporting process (this technical order). The prime contractor must flow down deficiency reporting requirements to subcontractors and suppliers. Government access to the contractor's internal reporting process must be guaranteed in order that the contractor reported deficiencies may be transferred to the government process. The SM and/or RTO should validate that the contractor process is adequate. The SM should task Defense Contract Management Agency (DCMA) to assure that the contractor is following the approved reporting process. When a contractor is conducting system level testing, the T&E DRB will review the contractor's noted discrepancies and determine those which warrant WIT tracking (not DR submission) by the Air Force. While source selection is being conducted, the Air Force will collect WITs. After selection, valid WITs may become DRs as warranted during DT&E. When a contractor is conducting DT&E for the Air Force, the T&E DRB shall identify WITs and ensure those which warrant DRs are submitted, as if the Air Force was conducting DT&E. During contractor testing, if permitted, the government may observe testing and collect WITs. The board will review the contractor's noted discrepancies and WITs and compare them with contractor submission of significant discrepancies (i.e., those which impact safety or operational capability). WITs will be compared with the agreed upon system/test configuration, the noted conditions in table 2-1, and submittal criteria in table 2-2.

**2-7.1.2** Prioritization of DRs is required for all Air Force acquisition programs involving DT&E/OT&E. The T&E DRB will rank order the priority of all open DRs unless verified by the action point as quality related (reference AFI 63-501, Air Force Acquisition Quality Assurance Plan). The action point considers the prioritized ranking of DRs as a statement of the tester and using command priorities. The action point provides the prioritization to the support point for information. The action point reviews and analyzes the list in view of program factors and budget constraints. Action point analyses and recommendations for revision of prioritization will be discussed by the T&E DRB in order to facilitate a negotiated plan of action between the tester, using OPCOM, and SM.

**2-7.1.2.1** Prioritization begins no later than the start of DT&E and continues as long as any T&E is being conducted. All CAT I and the top ten CAT II DRs will be briefed or forwarded to acquisition decision authorities at each milestone review. When T&E is no longer being conducted, any active DRs (open, or awaiting fix verification or funds) are transferred to the using OPCOM for tracking and prioritization. Prioritize DRs prior to each milestone decision, at the completion of each T&E phase, and prior to each DR/MIP closure. If prioritization ever changes significantly, provide justification for change.

## **2-8 PROCESSING AND RESOLUTION DURING T&E.**

**2-8.1** This paragraph augments chapter 4 whenever T&E is ongoing. (Reference chapter 4 for basic procedures).

**2-8.1.1** A Materiel Improvement Project (MIP) is a planned effort to investigate and resolve deficiencies or to evaluate proposed enhancements. During T&E, whenever the action point agrees submittal criteria has been met and an investigation is required, a MIP will be assigned. DRs determined to be out of scope should receive investigation adequate to ensure appropriate resolution.

**2-8.1.2** A MIP Review Board (MIPRB) will be used to review and close all MIPs during T&E. If a board cannot meet in person, the intent of the MIPRB shall be maintained.

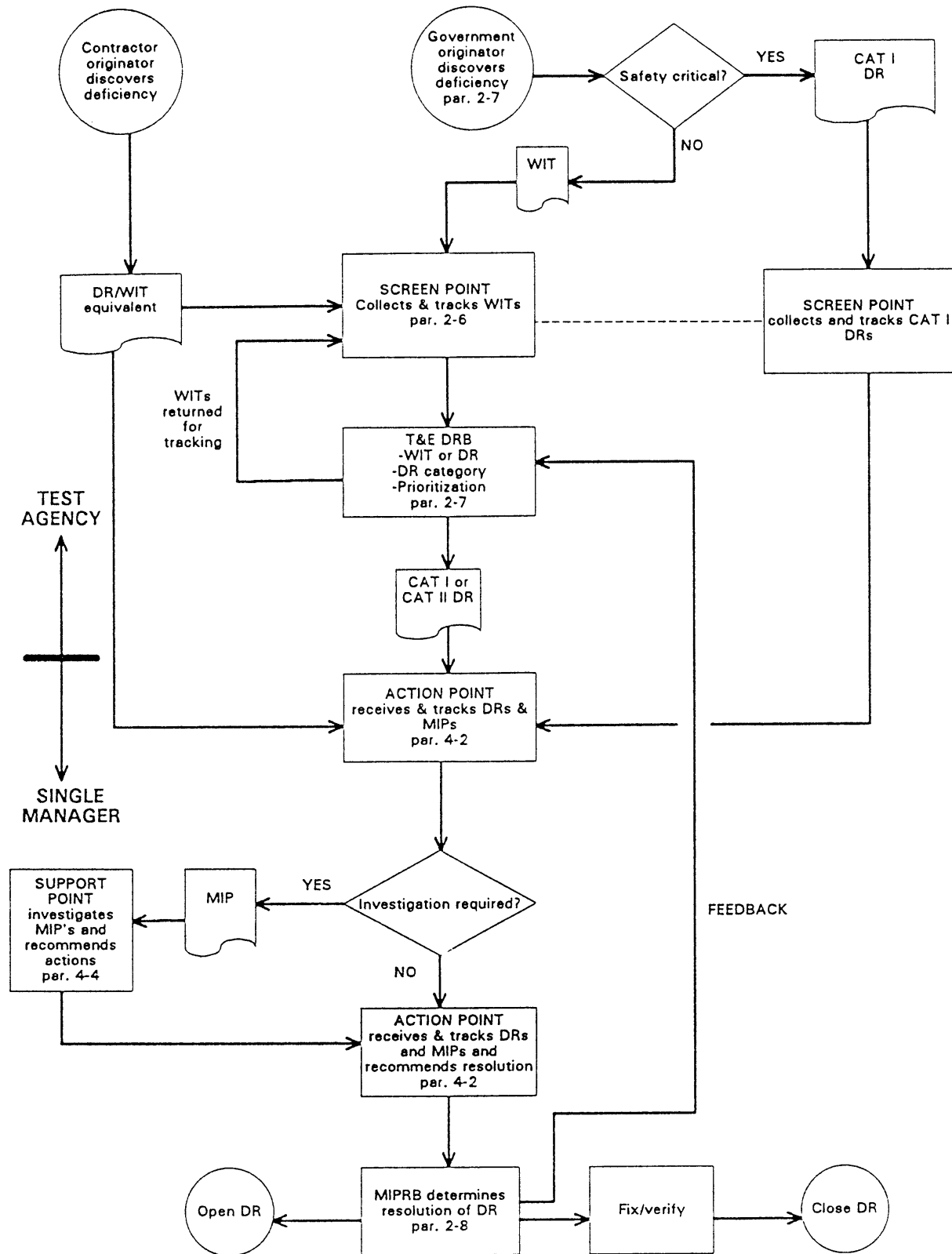
**2-8.1.2.1** MIPRB activities include evaluating the recommended resolution, providing direction for additionally required actions, and MIP closure when all required actions are completed. The MIPRB reviews the



status of DRs in work by the action/support point, placing the MIP in the open or closed categories (reference chapter 4, paragraph 4-3).

2-8.1.2.2 MIPRB membership will include appropriate representatives from each functional area within the SM, the test community, using command, and support points. All members should be able to speak and commit for their commands. The action point and screening point are normally present. Closure of CAT I and high priority CAT II DRs agreed to by the test directors will be forwarded to senior level management within the test agencies. For more information on the MIPRB, reference chapter 4, paragraph 4-3.

2-8.1.2.3 Disagreements at the MIPRB will be elevated to the next highest level (e.g., product/logistic center/CC and RTO/CC).



H9400002

Figure 2-2. T&amp;E DR Process

## CHAPTER 3

### DEFICIENCY REPORT SUBMISSION

#### 3-1 PURPOSE.

3-1.1 This chapter provides procedures for creating and submitting Deficiency Reports (DR). For submission of DRs under Test and Evaluation, reference chapter 2. For submission of DRs for FMS, reference chapter 5.

#### 3-2 SCOPE.

3-2.1 This chapter applies to all base, depot, and contractor, as applicable who perform fabrication, operation, maintenance, repair, storage, and disposal. Creating and submitting DRs is performed by originating point(s) (i.e., the submitting organization).

#### 3-3 ORIGINATOR RESPONSIBILITIES.

3-3.1 The originator will be responsible to discover, identify, and document noted conditions which may become DRs, and ensure potential exhibits and supporting data are made available to the originating point.

3-3.1.1 Warranted Items. Do not change the DR process because reported components are under warranty. Because an item is under warranty does not negate the requirement to perform an investigation and satisfactorily resolve the deficiency. The originating point may request permission from the warranty manager to organically repair the warranted item when mission requirements dictate.

#### NOTE

Because an item is under warranty does not negate the requirement to perform an investigation and satisfactorily resolve an identified deficiency. When safety issues are identified, usually a CAT I DR, correction of the unsafe condition will be the primary concern. This may require disregarding warranty provisions and subsequent voiding of the warranty on the exhibit.

3-3.1.2 DRs should be created and submitted for, but not limited to, the following noted conditions:

- a. safety
- b. does not fit upon receipt,
- c. does not work upon receipt,
- d. fails before expected life cycle, based on originator's professional job experience (not Mean Time Between Failure (MTBF). (Refer to 4-9.2.1(a).)
- e. fails before expected time change.

3-3.1.3 Noted conditions may become DRs if the submittal criteria in table 3-1 are met.

3-3.2 The DR categories in table 3-2 apply.

#### NOTE

- Deficiencies discovered during depot maintenance processing of systems or equipment will be submitted IAW this TO (e.g., during two-level maintenance).
- Verify whether National Stock Number (NSN) is listed in TO 00-11ON-16. If listed, a Dull Sword may be required (AFI 91-204). Deficiency on items with MMAC of "CM" are not entered into INFOCEN/ASE. Submit reports by message (table 3-4).

3-3.3 Prepare draft DR utilizing SF 368, PRODUCT QUALITY DEFICIENCY REPORT, or equivalent worksheet (see figures 3-1 and 3-2). The draft should contain the basic information and any recommendations the originating point has for fixing the problem. Use only the data elements needed to describe the identified deficiency. When submitting a single report conveying multiple occurrences of the same deficiency, ensure that all required information is included.

3-3.4 Forward the draft DR with supporting data (reference table 3-3, item 22j) to the originating point. All CAT I DRs will be forwarded within 24 hours, CAT II DRs within three workdays.

NOTE

- If any doubt exists concerning the category of a report between CAT I or CAT II, it will be coordinated with the wing safety office.
- The use of AFMC Form 79 (e.g., old AFLC Form 424) or any local customer feedback forms that are used to notify the rework organization as to problems that occurred with their products is encouraged. However, use of the forms in no way precludes the DR process. Use of these forms is in addition to the normal DR process.

3-3.5 The originating point will identify, secure, segregate, and tag any associated item, equipment, material, or media on the system, product, or material being reported IAW chapter 6.

### 3-4 ORIGINATING POINT RESPONSIBILITIES.

3-4.1 The originating point has overall management responsibility and serves as focal point for all submitting organization tasks. The originating point is the designated representative with overall control of the system. The originating point will interact with the originator as required to ensure the DR is valid, accurate, and complete. The originating point will ensure submittal criteria is met, exhibit is available if appropriate, and DR is submitted. The originating point will track the progress and resolution of the DR after submittal by accessing the appropriate data base.

#### 3-4.2 Verify and Certify the Draft DR.

3-4.2.1 Verify the completeness and accuracy of the noted condition (e.g., sequence of events, details of the problem, originating point's recommendations, etc).

3-4.2.2 Verify Security Classification of the DR. Ensure DRs do not contain classified, source selection sensitive, competitive prototype, proprietary, or other sensitive information unless the report complies with AFI 10-1101, AFFARS Appendix AA and BB, and other applicable directives. Do not transmit classified information into unclassified data bases.

3-4.2.3 Validate or obtain item identification data by accessing D043A, Master Item Identification Data Base, FEDLOG and/or D086, Workload Mission Assignment System, (<https://www.msg.wpafb.af.mil/d086>) to determine management authority and proper routing of the DR. If required data is not available, contact the action point responsible for the weapon or military system.

3-4.2.4 Research historical records (DRs in INFOCEN/ASE, aircraft or system logs, etc).

3-4.2.5 If the noted condition does not meet DR submission criteria, determine if an alternative process should be used (e.g., PIWG, AFTO Form 22, SDR, etc). The originating point should retain an invalid draft DR and inform the originator.

3-4.3 Prepare final DR in appropriate format and assign the Report Control Number (RCN) (tables 3-3 and 3-4).

#### 3-4.4 Submit Final Report.

NOTE

Within 24 hours CAT I DRs pertaining to safety or safety of flight, notify designated addressees of the DR submittal via INFOCEN/ASE E-mail IAW chapter 7 of this TO (or by telephone or other means, if required).

3-4.4.1 Submit final report to the appropriate INFOCEN/ASE data base via approved automated means. If this is not feasible, message (table 3-4), facsimile, or other reporting method may be used on an exception basis when prior approval is arranged between the submitting organization and the responsible SM. When reporting by message, CAT I DRs will have an assigned precedence of priority. CAT II DRs will be assigned a routine precedence.

## NOTE

Due to the critical nature of CAT I DRs, use of telecommunication facilities is authorized during MINIMIZE. Follow-up messages are accomplished by the most expeditious alternative means (mail, courier, etc). If electrical transmission facilities are not immediately available, submit the DR by telephone or radio message with formal confirmation as soon as practical.

3-4.4.2 Report a CAT I or CAT II DR within the specified time line of table 1-1 or 3-5 after discovery of the deficiency. Report serious safety hazards immediately by telephone or facsimile. INFOCEN/ASE E-mail may also be used as a backup.

## NOTE

Air Force units may not send a DR across DoD component and agency lines IAW AFI 21-115. DRs requiring action by another DoD agency or component will be submitted to the appropriate INFOCEN/ASE data base where the Air Force action point will effect the DR transfer to the DoD action point.

3-4.5 Submit DRs on items which are known or suspected to be the cause in Air Force mishaps IAW AFI 91-204. This includes all mishap/event categories as described in AFI 91-204 (A, B, C, J, E and HAP). Mishap related DRs will reference the mishap control number assigned by the submitting safety office in the REPORT CONTROL NUMBER block of the DR (table 3-3, item 3). Submission of the DR will not be delayed to await transmittal of the AFI 91-204 mishap message. A DR is also used when failure is not suspected but an investigation is needed.

3-4.5.1 All safety-related DRs will be coordinated with the local safety office.

3-4.6 Process exhibit and support data IAW paragraph 6-6 and table 3-3, item 22f.

### 3-4.7 Status Inquiries.

3-4.7.1 The originating point will obtain status of outstanding DRs by directly accessing the appropriate data base weekly as a minimum, recommend daily (chapter 7). The originating point will follow up on exhibit shipping instructions, requests for further information or supporting data, requests for verification, etc. If no initial response or update is received from the screening point/action point by the status due date, (initial response = 1 working day for a CAT I DR and 10 working days for a CAT II, update = 30 days from last update unless rationale is provided to justify less frequent updates in field (I1400) the originating point will contact the screening point/action point to receive current status. The originating point will query the INFOCEN/ASE database on a regular basis, monthly as a minimum, to identify trends for weapons systems/subsystems assigned to their organization. This information will be provided to members of their organization for review. The originating point must assure that the originator receives all updates and results of the investigations for the originators report. The deficiency reporting "paperless" system has been designed to give the originators access to their actual DR, without any assistance from the originating point.

## NOTE

When written correspondence is necessary, the following must be included:

- a. Report RCN
- b. NSN
- c. Equipment nomenclature, MDS/TMS of weapon system and end item serial number
- d. MIP number and priority (if applicable)
- e. MISHAP number (if applicable)

3-4.7.2 Feedback is a crucial part of the DR process. The Screening Point/Action Point, normally considered to be the expert, must rely on feedback from their interfaces, i.e. originating point, screening point, support point etc., to ensure that closing, corrective and preventive actions are accurate. All participants within the DR process are strongly urged to contact the Action Point with their comments, positive or negative. The Screening Point/ Action Point's name/user name and phone number are displayed in I450 or I1090. The screening point/ action point will notify within 30 days the appropriate using command headquarters POC and work with the action point if any disagreement is noted with the response or resolution of the DR (see paragraph 6-6 for exhibit procedures).

3-4.7.3 Feedback in the Deficiency Reporting process is essential to its success. DRs are a type of feedback on the quality of the products being produced. The DR process itself has a "customer feedback form" that provides the originator/originating point the opportunity to rate the process in each of the five areas in the process (Status Updates, Disposition Instructions, Results of Investigations, Corrective Actions, and Timeliness). Ratings that are "somewhat satisfied" or below allow for constructive comments to improve the DR process. Upon closure of each deficiency report (unless submitted via CAMS) the originating point is emailed notification of closure and instructions on how to complete the customer feedback form within the 45 days. To access the form, simply type "feedback" at the appropriate >FQM database prompt. To review previously submitted feedbacks, use the "fbinqry" command at the appropriate >FQM database prompt. The fbinqry proc allows selection of feedback records by Accession Number, File Number, QAS Code, Type Code, MIP Number, MIP Status, DR/MIP Close Date, Command Code, and/or QA/Equipment Specialist Code. Output from this proc displays the feedback ratings and averages for the search criteria.

#### NOTE

When directed by Screening Point/ Action Point on final disposition, destroy defective material at local level to prevent reentry into Air Force or local system.

### 3-5 MAJCOM FUNCTIONAL MANAGER RESPONSIBILITIES.

3-5.1 MAJCOM Functional Managers are an important part of the DR process and must be ready to become actively involved when mission objectives or safety warrants. Therefore, MAJCOM Functional Managers should regularly review the ASE database to identify deficiencies on the systems and subsystems within their area of responsibility. This review can include, but is not limited to, queries of the ASE database, review of PDQPI data, or review of automated data compiled from the ASE database.

Table 3-1. DR Submittal Criteria

Condition or Equipment	Applicable Directive or FORM
<b>TO BE REPORTED</b> 1. Nonconformance to specification a. Performance b. Quality (initial failure) 2. Failure denotes unacceptable condition to submitter: a. Rate constitutes trend (high rate of failure), (NOT MEANTIME BETWEEN FAILURE) b. Severity of impact (overall effect on system) 3. Hazard to system or personnel a. High risk b. Severity <b>NOT TO BE REPORTED</b> 1. Operator/installation error, no design change required (use local procedures).	AFJMAN 23-215

Table 3-1. DR Submittal Criteria - Continued

Condition or Equipment	Applicable Directive or FORM
<p>2. Unsatisfactory condition is attributable to improper packaging and handling. Items found properly packaged and with no apparent damage to the container, but the item is damaged. Item discrepancies or condition is attributable to, or the responsibility of, the shipper, detected by the receiving activity. This includes conditions such as shortages, overages, erroneous material, unacceptable substitute, duplicate shipments, missing tags or labels, or expired shelf life. Deficient material received from another using organization on lateral redistribution in a condition other than serviceable.</p> <p>3. Discrepancies and standard items of medical supplies and equipment listed in Military Medical Stock List SL-6500.</p> <p>4. Subsistence items.</p> <p>5. Proposed new allowance documents and changes to existing allowance documents.</p> <p>6. Established administrative systems, procedures, methods, publications, and forms.</p> <p>7. Real property and real property installed equipment.</p> <p>8. Pricing deficiencies (e.g., zero overpricing).</p> <p>9. Processing and handling of civilian and military suggestions.</p> <p>10. Deficiencies in items procured from commercial off-the-shelf local purchase/repair, directly from a commercial vendor, when such items are designated in a supply catalog or stock list for base procurement. This is not to be interpreted as applying to components of special purchase equipment (Air Force or Technical Service designated or those items which are procured through other services.)</p> <p>11. Deficiencies in technical orders.</p> <p>12. Deficiencies in flight manuals.</p> <p>13. Discrepancies in supply catalogs or stock lists.</p>	<p>Report IAW SF 364, SUPPLY DISCREPANCY REPORT (DLAI 4140.55, AFJI 16-106, and AFJMAN 23-110 volume 1, part 1, chapter 5).</p> <p>Report to Chief, USAF Medical Material Field Office (AFM 67-2).</p> <p>Report on DD Form 1608, UNSATISFACTORY MATERIAL REPORT, (AFI 34-401).</p> <p>Report IAW AFMAN 23-110.</p> <p>Report by letter, through channels to the office of primary responsibility.</p> <p>Report IAW AFH32-9007.</p> <p>Report AFPAM 23-117.</p> <p>Report IAW AFI 38-401.</p> <p>Report IAW AFTO Form 22, TECHNICAL ORDER IMPROVEMENT REPORT AND REPLY, or AFTO Form 27, PRELIMINARY TECHNICAL ORDER (PTO) PUBLICATION CHANGE REQUEST (PCR) / TO VERIFICATION RECORD / APPROVAL (TO 00-5-1).</p> <p>Report IAW AF Form 847, RECOMMENDATION FOR CHANGE OF PUBLICATION (FLIGHT PUBLICATIONS).</p> <p>Report IAW AFM 67-1 Catalogs and C I, Introduction to Federal Supply Catalogs and related publications.</p>

Table 3-1. DR Submittal Criteria - Continued

Condition or Equipment	Applicable Directive or FORM
<p>14. Carrier caused transportation type discrepancies for the purpose of adjusting property and inventory records of damaged freight for action by the transportation contracting officer.</p> <p>15. The need for new (not enhancement) operational capabilities.</p> <p>16. Category II deficiencies concerning the items procured through GSA Tools Commodity Center, including all Standardization and Control of Industrial Quality Tools (SCIT).</p>	<p>Report IAW SF 361, TRANSPORTATION DISCREPANCIES REPORT, (AFJI 24-228).</p> <p>Submit IAW AFI 23-101 and/or DODI 5000.2 AF SUP1.</p> <p>Report deficient items via GSA Discrepancy Reports Center toll free Hotline (1-800-488-3111).</p>

Table 3-2. DR Category

REQUIRED WHEN SUBMITTAL CRITERIA IS MET AND CONDITION:	ACTIVITY WILL SUBMIT A
<p>A report of a deficiency which:</p> <p>If uncorrected, would cause death, severe injury, or severe occupational illness, or;</p> <p>If uncorrected, would cause major loss or damage to equipment or a system, or;</p> <p>Directly restricts combat or operational readiness, i.e. (deficient component/ system prevents combat or operational system to function).</p> <p>Use criteria from AFI 91-204.</p> <p>A report of a deficiency which does not meet the criteria of CAT I or:</p> <p>Is attributable to errors in workmanship, nonconformance to specifications, drawing standards or other technical requirements, or;</p> <p>Is required for tracking by agreement of the SM and the using command DR Point of Contact, or:</p> <p>Identifies a problem for potential improvement through the following forums: Product Improvement Working Group (PIWG) or Vehicle Improvement Working Group (VIWG), or;</p> <p>Identifies a potential enhancement (applies to enhancements noted during the acquisition/sustainment cycle).</p>	<p>CAT I DR</p> <p>CAT II DR</p>



Table 3-3. How to Complete a DR

IN BLOCK	ENTER
<p>1. FROM:</p> <p>2. TO:</p> <p>SUBJECT</p> <p>3. REPORT CONTROL NUMBER (RCN)</p>	<p>The address of the originating activity's originating point.</p> <p>The action point address to which the report is being submitted. (Reference D043A and D086 at <a href="https://www.msg.wpafb.af.mil/d086/">https://www.msg.wpafb.af.mil/d086/</a>).</p> <p>a. FIRST PART. As applicable, enter:            (1) CAT I DR            (2) CAT II DR            (3) MISHAP CAT I DR</p> <p>b. SECOND PART. Enter for source selection sensitive information "Source Selection Sensitive: Protection Required IAW AFFARS Appendix AA and BB."</p> <p>c. THIRD PART. Enter a brief descriptive title of the condition (such as "Inadequate Access to Armament Control Panel," etc).</p> <p>The originating point assigns a unique alpha-numeric RCN constructed as follows:</p> <p>1. Enter the RCN consisting of three parts. The first part will be the alpha-numeric Department of Defense Address Activity Code (DODAAC) assigned to the organization. The second part will be a two digit calendar year identifier followed by a four digit sequence number. The third part will be the alpha-numeric description assigned the activity. Example FBXXXX870055 12FTW.</p>
<p>NOTE</p> <p>To facilitate mishap tracking and safety analysis, it is essential to include the mishap number if the DR is a result of a mishap. Combined mishap DRs and DRs submitted in conjunction with a mishap will contain the AFI 91-204 mishap number in parentheses following the RCN. For example: K5587860139 432FW (19930615KRIV001C).</p>	<p>2. RCNs for contractor submitted DRs will begin with a zero (0) followed by the applicable Commercial and Government Entity Code (CAGE) (see H4/H8), followed by a two digit calendar year identifier and a four digit sequence number starting with 0001 (e.g., 053862870001).</p> <p>3. Combined mishap-DRs and DRs submitted in conjunction with a mishap will contain the AFI 91-204 mishap number in field I90 - EXAMPLE: 19930615KRIVOOIC. This mishap/HAP control number is mandatory for mishap reports. Acceptable inputs for the mishap number (AFI 91-204) requires 16 spaces or "none" if there is no mishap associated with the DR.</p>

Table 3-3. How to Complete a DR - Continued

IN BLOCK	ENTER
4. DATE DEFICIENCY (D DEF DISC)	<p>The year, month, and day the defect was discovered Example: 19930921. For Mishap-DRs date (at the time of the mishap) as indicated above, whether dawn, dusk, or night. For software/firmware enter the date the discrepancy occurred. If time is significant, enter GMT3 time.</p>
5. NATIONAL STOCK NUMBER (NSN) or NOT STOCK LISTED (NSL)	<p>The NSN and the applicable Material Management Aggregation Code (MMAC) of the item being reported (reference D043A and D086 at <a href="https://www.msg.wpafb.af.mil/d086/">https://www.msg.wpafb.af.mil/d086/</a>). If no stock number is assigned, enter "NSL" or the applicable LRU NSN. Use the NSN of the TCTO or Repair Kit when reporting deficiencies on parts in a TCTO or Repair Kit. For software deficiencies enter the Computer Software Identification Number (CSIN); or, if no CSIN is assigned, enter "See Manufacturer's part number." For firmware, if CPIN is known, identify. Verify whether NSN is listed in TO 00-11ON-16. If listed in TO 00-11ON-16, reporting under AFI 91-204 may be required. Multiple NSNs may be entered into Block 22j.</p> <p style="text-align: center;">NOTE</p> <p>For a failed item in a TCTO kit enter the NSN of the kit (enter the NSN of the failed item in the kit in Block 22d).</p>
6. NOMENCLATURE (NOM)	<p>The noun of the item for which the report is being submitted. If the item has a WUC assigned, use the noun shown in the WUC manual. If not, consult the Illustrated Parts Breakdown TO and/or the item data plate. Software DRs should provide the nomenclature of the affected programmable hardware. If the program involves more than one readily identifiable equipment or system, multiple entries will be made. Deficiencies in software documentation should identify the document and discrepant paragraphs, sections, etc, in each document.</p>
7a. MANUFACTURER/ REPAIR/OVERHAUL	<p>The name of the manufacturer, the maintenance contractor, or Government activity which last repaired or overhauled the deficient item. For motor vehicles or components thereof, enter the name of the manufacturer of the vehicle or component, as appropriate. If unknown, enter "UNK."</p>
7b. MANUFACTURER/ OVERHAUL/REPAIR SOURCE CODE	<p>The code of the manufacturer, the maintenance contractor, or Government activity which last repaired or overhauled the deficient item. Code of the manufacturer as listed in Cataloging Handbook H4/H8 (Name to code), Commercial and Government Entity (CAGE) code (United States and Canada). If unknown, enter "UNK."</p>
7c. SHIPPER/CITY/STATE	<p>When the shipper of an item is different from the manufacturer, also include the shipper's or supplier's name.</p>

Table 3-3. How to Complete a DR - Continued

IN BLOCK	ENTER
8. MANUFACTURER'S PART NUMBER (MFR PN)	The manufacturer's complete part number of the deficient item. Consult the Illustrated Parts Breakdown TO, item data plate, supply publications or similar source to ensure correct identification of the item. For software DRs, if a contractor's identification number is associated with a computer program, it should be provided. For software, identify the version number and patches used.
9. SERIAL, LOT, BATCH NUMBER (SER, LOT, BATCH NR)	The complete serial number of the reported item if available. For Air Munitions (FSG-13), Petroleum Products and Liquid Propellants (FSG 9100), and Chemicals and Compressed Gases (FSG-6800), include lot number and date of manufacture. For software DRs, identify media (magnetic tape, disc firmware, etc), or TO. Indicate which data elements are being provided by preceding it with the appropriate abbreviation followed by a colon (i.e., SER: LM 38-0026).
10a. CONTRACT NO.	This information is critical to processing efforts. If left blank, processing of DR may not be possible. The contract number may be obtained from historical records, serviceable tag, manufacturer's label, or container (package) label accompanying the item, etc. DO NOT use a local base supply document number.
10b. PURCHASE ORDER NO.	Enter these numbers or any other available transportation document number in lieu of the Government Bill of Lading (GBL). Such numbers appear on the container, purchase document and/or the item. It is extremely helpful if these items are furnished when the material was supplied by GSA. If unknown, enter "UNK." NOTE: DO NOT use a local base supply document number.
10c. REQUISITION NO.	If unknown, leave blank. This element is critical to processing DLA items for credit purposes.
10d. GBL NO.	If unknown, leave blank.
11. ITEM NEW, REPAIRED, OR OVERHAULED (NEW, RPR, OR OVHL)	New, rep, or ovhl, as appropriate. Refer to historical records, serviceable tags, etc, accompanying the item.
12. DATE MANUFACTURED, REPAIRED, OR OVERHAULED (D MFD, RPR, OR OVHL)	The year, month, and day. Example 19930615.

Table 3-3. How to Complete a DR - Continued

IN BLOCK	ENTER
13. OPERATING TIME AT FAILURE (OTF)	The time, events, or cycles (as applicable), material has been in service since new, repaired, or overhauled. Type of measurement (i.e., calendar time, operating time, etc) will be entered following the measured value. For software DRs, indicate the calendar days since the last revision/version of the program was installed in the hardware. For engines, include time since new (TSN), time since installed (TSI) and time since overhauled (TSO). When the item is an engine component tracked by an automated data system, enter flight hours or cycles at last component initialization. Refer to historical records, time clock, counter, etc. Record all information available. For vehicles, include total operating Miles/Hours/Kilometers.
14. GOVERNMENT FURNISHED MATERIAL (GFM)	Contractors will answer "Yes" or "No". Air Force activities will answer "N/A".
15. QUANTITY (QTY)	
15a. RECEIVED (RECD)	The total number of items received in the lot batch in which the condition was found, if known. Disregard the unit of issue.
15b. INSPECTED (INSP)	The number of items inspected and type of inspection.
15c. DEFICIENT (DEF)	The number of items determined to be deficient as a result of the inspection.
15d. IN STOCK	Enter the quantity of material from the same contract number remaining in stock. For Air Munitions (FSG-13), include lot number.
16. DEFICIENT ITEM WORKS ON OR WITH	
16a. END ITEM	This information is critical to processing efforts. The major Weapon System Mission, Design, Series (MDS) IAW, AFR 700-19, or Type, Model, Series (TMS), and serial number (SN). Vehicles: for ground C-E, enter the joint electronic type designator (JETD) and special number or TMS if non-JETD. Model, nomenclature, contract number, (Required for prime vehicles and mounted equipment manufacture).
16b. NEXT HIGHER ASSEMBLY (NHA)	This information is critical to processing efforts. The NSN, (for 1560 FSC items that do not have a MMAC this is essential for further research) nomenclature, part number, and serial number of the NHA the item works on, as applicable. For software DRs, provide the NSN, nomenclature, part number, and serial number of the associated programmable hardware. For engines, when NHA is an engine component, provide engine serial number, engine flight hours/cycles.

Table 3-3. How to Complete a DR - Continued

IN BLOCK	ENTER
17. UNIT COST (UN CST)	The dollar value of the deficient item, (per unit of issue), if known. This cost reflects the current stock catalog cost listed in DO43A. (DO43A is the master item identification database).
18. ESTIMATED REPAIR COST EST REP COST)	The total estimated cost based upon person hours and material when submitting a Mishap-DR (see AFI 91-204). For other DRs, leave blank.
19a. ITEM UNDER WARRANTY	Yes, No, or Unknown.
19b. EXPIRATION DATE	Provide expiration date of warranty if known. Example: 19930921.
20. WORK UNIT CODE (WUC)/ Reference Designator (REFDES)/ Logistics Control Number (LCN)	The WUC of the item for which the DR is submitted. Refer to the applicable -06 technical order (aircraft, support equipment, munitions, etc). For software DRs, if a WUC is not available for a specific item but there is one for the next NHA, use the WUC of the NHA. For software deficiencies indicate the WUC of the programmable hardware. For vehicles, enter the appropriate system code prefixed with zero to complete a five digit field for the failed item. The RefDes (C-17)/LCN (F-22) of the item for which the report is being submitted. For the C-17 RefDes refer to the applicable -06 TO. For the F-22 LCN refer to the Integrated Management Information System (IMIS).
21. EXHIBIT DISPOSITION (EXH DISP)	<p>The exhibit disposition will be one of the following:</p> <ol style="list-style-type: none"> <li>1. Holding exhibit pending receipt of disposition instructions (IAW chapter 6 of this TO).</li> </ol>
<p>The following required information will be placed in block 22i when using an automated reporting system.</p>	<p>NOTE</p>
	<ol style="list-style-type: none"> <li>2. Released for Investigation: Enter the date, name, and organization of the individual from the action or support point authorizing disposition of the exhibit and name and organization to whom released. Also, indicate the circumstances which led to this condition.</li> </ol>
	<ol style="list-style-type: none"> <li>3. Returned to Stock or Disposed of. Enter the information requested in item 21.2, above.</li> </ol>
	<ol style="list-style-type: none"> <li>4. Repaired.</li> </ol>
	<ol style="list-style-type: none"> <li>5. Shipped IAW Warranty Plan, if available, or Action/Support Point Activity directions. (Use only for DR exhibits with block 19=Yes)</li> </ol>
	<ol style="list-style-type: none"> <li>6. Other. Include specific disposition of a possible exhibit. For example "test asset still installed."</li> </ol>

Table 3-3. How to Complete a DR - Continued

IN BLOCK	ENTER
<b>22. DETAILS</b>	
<b>22a. CIRCUMSTANCES PRIOR TO DIFFICULTY (CIR PRIOR DIFF)</b>	<p>1. A concise, chronological description of facts and circumstances leading to the problem.</p> <p>2. For a Mishap DR, the narrative should satisfy the requirements of AFI 91-204. When the local investigation and analysis is part of an Air Force mishap investigation for which a mishap report has not been submitted, provide a concise, chronological description of facts and circumstances leading to the mishap.</p>
	<p style="text-align: center;">NOTE</p> <p>For a Mishap-related report, do not directly quote the conclusions and recommendations of the AFI 91-204 mishap investigators in blocks 22c and 22d. Sanitize all information gained through official safety messages. This information is privileged and may not be contained in reports which are not marked privileged as prescribed in AFI 91-204. Information relating to the deficiency involved in a mishap should be phrased to indicate that it is not a direct quote of the mishap investigation report.</p>
<b>22b. DESCRIPTION AND CAUSE OF DIFFICULTY (DESC AND CAUSE OF DIFF)</b>	<p>1. A concise, chronological description of the difficulty and its cause. If test procedure, specify TO number, page and paragraph.</p> <p>2. Satisfy the requirements of AFI 91-204 IAW 22a, above.</p> <p>3. For software/firmware DRs, include specific references to TOs, specifications, software documentation, etc. Indicate the type of software process (development test, verification test, system build regression test, etc) being made when the failure occurred. Identify the software systems in execution with the faulty system and the Computer Software Configuration Item (CSCI) version in use. List all media required to recreate the problem, if you were using other information that might assist in determining the conditions surrounding the failure. State whether or not the condition is repeatable. When practical, also state for software whether the software processed successfully even with the condition, the category of work, the program or module status, changes made in the data base, the severity of the condition, condition analysis and number of errors that resulted, and number of previously successful software runs before the present run was reported.</p> <p>4. If the part was oil wetted, review last five Jet Oil Analysis Program (JOAP) readings for any significant wear metal concentrations or trends and comment accordingly. Include last five JOAP readings in this block.</p>

Table 3-3. How to Complete a DR - Continued

IN BLOCK	ENTER
22c. ACTION TAKEN AND OR RECOMMENDED (ACT TAKEN OR RECM)	<p>The action taken to remedy the difficulty, to provide safety and security and to prevent recurrence. Recommend a solution which in the submitting origination's opinion will correct or assist in resolution of the stated problem. Identify the action agency for each recommendation. If there is no recommended solution, enter "NONE". Include data of value such as usage trends; conclusions based on an index; and other data which may support the report.</p> <p>1. For mishap related reports, the narrative should satisfy the requirements of AFI 91-204.</p> <p>2. For an Initial Acceptance Inspection Aircraft, Aircraft Engine, or Engine Module Report, consecutively number each action taken and/or recommendation to correspond with the respective defect recorded in block 22b. If the exhibit is available, so state.</p>
22d. TECHNICAL INFORMATION (TECH INFO)	<p>For a DR, enter the TO, figure and index of the deficient item, if failed during test procedure or maintenance action indicate T.O., page, step or procedure, etc.</p> <p>NOTE</p> <p>For the MISHAP-DR. Enter in a subparagraph format the technical information prescribed in AFI 91-204.</p>
22e. TECHNICAL DATA DEFICIENCY (TECH DAT DEF)	<p>The AFTO Form 22, TECHNICAL ORDER IMPROVEMENT REPORT AND REPLY, OR AF Form 847, RECOMMENDATION FOR CHANGE OF PUBLICATION.</p> <p>Publication control number(s) and the technical order references, if technical data procedures contributed to the DR.</p>
22f. SUPPORT DATA MAILED	<p>A description of the support data mailed such as photographs, tags, labels, etc. Ensure the DR control number and mishap control number, if appropriate, are identified on any support data mailed under separate cover.</p>
22g. SYSTEM PROGRAM MANAGER OR ITEM MANAGER ALC CODE (SPM OR ALC CODE)	<p>The SPM or IM ALC code prescribed in appendix F, column 2.</p>
22h. STANDARD REPORTING DESIGNATOR (SRD)	<p>The SRD and description prescribed in the Reliability and Maintainability Information System (REMIS) SRD table.</p>
22i. COMMAND CODE (CMD CODE)	<p>The major command code prescribed in appendix B, column 2.</p>

Table 3-3. How to Complete a DR - Continued

IN BLOCK	ENTER
<p>22j. OTHER PERTINENT DATA</p>	<p>Enter 22j. 1 and 2 for all DRs. Data prescribed by 22j.3 are required only for DRs involving photographic supplies. If the exhibit is an AF Critical Item or Mission Incapable Parts (MICAP), so indicate.</p> <p>1. DR EXHIBIT HOLDING ACTIVITY: Enter address and DSN, commercial, fax numbers, and INFOCEN user name of the DR exhibit holding activity.</p> <p>2. PERTINENT DATA (PERT DATA): When applicable, state whether, in the opinion of the initiator, the condition is attributable to: maintenance malpractice, lack of training, inadequate procedures, lack of adequate or reliable test or calibrating equipment, negligence, suspected test voids (e.g., unit passes all tests on automatic or manual test equipment but malfunctions when installed in aircraft or vice-versa), design deficiencies, environment (e.g., vibration, temperature, altitude, sand distress, etc), poor quality processes or other factors which will support this report. Any secondary damage which occurred as a result of the failure should be noted, as well as possible failures as a result of such damage. If the deficiency was discovered as a result of a sampling plan, a statement to that effect should be included. Include a comment if the item is part of a TCTO kit. For software DRs, identify the facility where the problem was reported and the processor if the problem is on a computer or software program.</p> <p>3. PHOTOGRAPHIC SUPPLIES (PHOTO SUP) When photographic supplies are involved, include the following data:</p> <p>(a) Processing Data. Indicate manufacturer and type chemicals used, temperature of solutions, type of processor or equipment employed, and speed of the equipment during processing of the unsatisfactory film or paper.</p> <p>(b) Developer, Fixer or other Chemical Used. Indicate date stamp, lot number, manufacturer, and any other applicable identifying data.</p> <p>(c) Film and Paper. Indicate the manufacturer, emulsion number, expiration date, and environmental conditions as far as known within the using activity. Specify the time period involved, and temperature and humidity conditions storage prior to use where possible. Enter the SN of the quality control inspection stamp, when available.</p> <p>4. AIRCREW FLYING DATA. For a Mishap DR, this data should include that technical information required by AFI 91-204.</p>



Table 3-3. How to Complete a DR - Continued

IN BLOCK	ENTER
22k. COGNIZANT OFFICIAL (COGN OFF)	The name(s), DSN and commercial duty phone number(s), fax number, and INFOCEN/ASE user name of the individual(s) from the screening point for DR. All queries concerning the DRs from the investigating agencies will be addressed to this/these individual(s).
22l. CERTIFYING OFFICIAL (CERT OFF)	For DRs enter the name(s), rank(s), commercial and DSN duty telephone numbers, fax number, and INFOCEN user name of the certifying officials from the Logistics Group Commander or his designated representative. For vehicle reports, the transportation Squadron Commander, Chief of Transportation, or equivalent.

PRODUCT QUALITY DEFICIENCY REPORT					<input type="checkbox"/> CATEGORY I <input type="checkbox"/> CATEGORY II	
1a. FROM (Originator)				2a. TO (Screening point)		
1b. NAME, TELEPHONE NO. AND SIGNATURE			1c. DATE	2b. NAME, TELEPHONE NO. AND SIGNATURE		2c. DATE
3. REPORT CONTROL NO.		4. DATE DEFICIENCY DISCOVERED		5. NATIONAL STOCK NO. (NSN)		6. NOMENCLATURE
7a. MANUFACTURER/CITY/STATE			7b. MFRS. CODE		7c. SHIPPER/CITY/STATE	
8. MFRS. PART NO.						
9. SERIAL/LOT/BATCH NO.		10a. CONTRACT NO.		10b. PURCHASE ORDER NO.		10c. REQUISITION NO.
10d. GBL NO.						
11. ITEM <input type="checkbox"/> NEW <input type="checkbox"/> REPAIRED/OVERHAULED		12. DATE RECD., MFRD. RE-PAIRED, OR OVERHAULED		13. OPERATING TIME AT FAILURE		14. GOVERNMENT FURNISHED MATERIAL <input type="checkbox"/> YES <input type="checkbox"/> NO
15. QUANTITY		a. RECEIVED		b. INSPECTED		c. DEFICIENT
d. IN STOCK						
16. DEFICIENT ITEM WORKS ON/WITH		a. END ITEM (Aircraft, motor, etc.)		(1) TYPE/MODEL/SERIES		(2) SERIAL NO.
		b. NEXT HIGHER ASSEMBLY		(1) NATIONAL STOCK NO. (NSN)		(2) NOMENCLATURE
(3) PART NO.		(4) SERIAL NO.				
17. UNIT COST \$		18. ESTIMATED REPAIR COST \$		19a. ITEM UNDER WARRANTY <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UN-KNOWN		19b. EXPIRATION DATE
20. WORK UNIT CODE/EIC (Navy and Air Force Only.)						
21. ACTION/DISPOSITION <input type="checkbox"/> HOLDING EXHIBIT FOR _____ DAYS <input type="checkbox"/> RELEASED FOR INVESTIGATION <input type="checkbox"/> RETURNED TO STOCK <input type="checkbox"/> DISPOSED OF <input type="checkbox"/> REPAIRED <input type="checkbox"/> OTHER (Explain in Item 22)						
22. DETAILS (Describe, to best ability, what is wrong, how and why, circumstances prior to difficulty, description of difficulty, cause, action taken, including disposition, recommendations. Attach copies of supporting documents. Continue on separate sheet if necessary.)						
23. LOCATION OF DEFICIENT MATERIAL						
24a. TO (Action Point)				25a. TO (Support Point) (Use Items 26 and 27 if more than one)		
24b. NAME, TELEPHONE NO. AND SIGNATURE			24c. DATE	25b. NAME, TELEPHONE NO. AND SIGNATURE		25c. DATE
26a. TO (Support Point)				27a. TO (Support Point)		
26b. NAME, TELEPHONE NO. AND SIGNATURE			26c. DATE	27b. NAME, TELEPHONE NO. AND SIGNATURE		27c. DATE

368-102  
NSN 7540-00-133-5541

STANDARD FORM 368 (REV. 10-85)  
GENERAL SERVICES ADMINISTRATION  
(FPMR 101-26.8)

H8900055

Figure 3-1. SF 368 Product Quality Deficiency Report (Sheet 1 of 2)

28. FINDINGS AND RECOMMENDATIONS OF INVESTIGATION. (Explain in detail. Continue on a separate sheet of paper, if necessary.)

29. ACTION TAKEN

30. RESULTS OF DEPOT SURVEILLANCE

### INSTRUCTIONS

1a. FROM (Originator) — Complete name of activity (no acronyms when sending deficiency report across component lines), activity address code (ACC), address including zip code of the activity originating the report.

1b. NAME, TELEPHONE NO., AND SIGNATURE — Provide name, telephone no., (include all available telephone numbers; FTS; Autovon, and commercial) and signature of an individual who can serve as a contact for questions regarding the report and/or to request exhibits or samples.

1c. DATE — Enter date report was signed and forwarded to the screening or action point.

2a. TO (Screening Point) — The originating point will complete name of the screening point activity (no acronyms when deficiency report will be sent across component lines), the activity address code (AAC), address including zip code of the screening point where the report needs to be sent by the originator's activity. For those activities that do not have screening points, leave blank.

2c. DATE — Enter the date the person finished processing the report at the screening point.

3. REPORT CONTROL NUMBER — Number assigned to report when a numbering system is used. Those activities which are reporting quality deficiencies across component lines and are to comply with the DLA Regulation 4155.24 should reference the report control number as prescribed in the regulation.

7a. MANUFACTURER/CITY/STATE — Name of the manufacturer, the maintenance contractor, or Government activity which last repaired or overhauled the deficient item. For motor vehicles or components thereof, enter name of manufacturer of the vehicle or component, as appropriate.

7b. MANUFACTURER'S CODE — Code of the manufacturer as listed in Cataloging Handbook H4.1 (Name to code), Federal Supply Code for Manufacturers (United States and Canada).

7c. SHIPPER/CITY/STATE — When the shipper of an item is different from the manufacturer, also include the shipper's or supplier's name.

9. SERIAL/LOT/BATCH NO. — Manufacturer's serial, lot or batch number of deficient item as applicable.

10. CONTRACT; PURCHASE ORDER; REQUISITION; GOVERNMENT BILL OF LADING (GBL) NO. — Enter these numbers or any other available transportation document number in lieu of the GBL. Such numbers appear on the container, purchase document and/or the item. It is extremely helpful if these items are furnished when the material was supplied by GSA.

11. ITEM — Check the appropriate block; provide the dates manufactured and received in Block 12, if available.

13. OPERATING TIME AT FAILURE — Time item had been in operation since new, overhauled, or repaired when the deficiency was discovered, citing the appropriate performance element (miles, cycles, hours, etc.).

15c. QUANTITY DEFICIENT — Enter the quantity found deficient of those inspected.

15d. QUANTITY IN STOCK — Enter the quantity of material from the same manufacturer remaining in stock.

17. UNIT COST — Dollar value of the deficient item when known. Not applicable on reporting vehicles to GSA.

18. ESTIMATED REPAIR COST — Unit cost times number of units for replacement or estimated repair costs (including overhead) times number of units for correcting all the deficient items reported when it can readily be determined. Not applicable on reporting vehicles to GSA.

19. ITEM UNDER WARRANTY — Check if item is known to be covered by contractor warranty. If yes, provide expiration date.

21. ACTION/DISPOSITION — A check in the appropriate block to indicate the action taken or requested. When an exhibit or sample is being held, indicate the number of days in the space provided. (An exhibit or sample shall be held for a minimum of 30 calendar days from date the report is transmitted to the action point. Reporting activities are reminded that the packaging, packing and shipping containers are to be held along with the exhibits to facilitate investigation.) When none of the items indicate the actions or disposition taken or requested, check "Other" and identify the nature of the action taken or requested in item 22.

23. LOCATION OF DEFICIENT MATERIAL — Address and location of deficient material.

24a. TO (Action Point) — Name, in the clear address, including zip code of the action point to which the report is being submitted.

24c. DATE — Enter the date the report was forwarded to an action point or the date the findings and recommendations were completed.

28. FINDINGS AND RECOMMENDATIONS OF INVESTIGATION — Include the findings and recommendations for resolution of complaint.

29. ACTION TAKEN — State the action taken to resolve the complaint.

30. RESULTS OF DEPOT SURVEILLANCE — Show results of depot surveillance and planned action (i.e., replacement or repair by contractor, disposal, issue, etc.)

STANDARD FORM 368 BACK (REV. 10-85)

H8900058

Figure 3-1. SF 368 Product Quality Deficiency Report (Sheet 2 of 2)

Name of item:  
Date discovered/job control number:  
Stock number:  
Part number/Computer ID number:  
Contract Number:  
Is item new, repaired or overhauled?  
Operating time at failure:  
End Item:  
End Item Serial Number:  
Is item under warranty?  
Expiration date if under warranty:  
Work Unit Code:  
TO Figure, and index:  
Discrepancy:  
What investigation/inspection found:  
Recommendations for fixing problem:  
Name, rank, office symbol, phone number of originating point:

*Figure 3-2. Example of a Suggested Originating Point Worksheet*

Table 3-4. General DR Format

General Format: If DRs have to be prepared by message, use the format shown below. Refer to table 3-3 for an explanation of data requirements for each item entry. The item number and description of each line entry will be entered on all DRs commencing with item 3. If the entry is not applicable to the deficiency being reported, enter N/A. The information required in block 22 is coded using codes a through l.

	FROM ADDRESS
	TO ADDRESS
	INFO
SUBJECT:	
3.	RCN:
4.	D DEF DISC:
5.	NSN:
6.	NOM:
7.	MFR, OVHL:
8.	MFR PN:
9.	SER, LOG, BATCH NR:
10.	CONTR, PO:
11.	NEW, RPR, OVBL:
12.	D MFD, RPR, OR OVBL:
13.	OTF:
14.	GFM:
15.	QTY:
a.	RECD:
b.	INSP:
c.	DEF:
16.	DEF ITEM WORKS ON OR WITH
a.	END ITEM
b.	NHA:
17.	UNIT CST:
18.	EST REP COST:
19.	ITEM UNDER WARRANTY-
20.	WUC:
21.	EXH DISP:
22.	DETAILS:
a.	CIR PRIOR TO DIFF:
b.	DESC AND CAUSE OF DIFF:
c.	ACT TAKEN OR RECM: (see NOTE)
d.	TECH INFO:
e.	TECH DATA DEF:
f.	SUPPORT DATA MAILED
g.	SPM OR IM ALC CODE:
h.	SRD:
i.	CMD CODE:
j.	OTHER PERTINENT DATA:
	(1) DR EXH- HOLD ACT:
	(2) PERT DATA:
	(3) PHOTO SUP:
	(4) AIRCREW FLY DATA:
k.	COGN OFF:
l.	CERT OFF:

## NOTE

If the DR involves warranties with established disposition instruction, enter the complete shipping document data and provide a copy of this message to the government contract administration function. Contact the applicable ALC IM and/or EIM for needed assistance.

Table 3-5. DR Submission and Processing Responsibility Chart

ORIGINATOR	ORIGINATING POINT (Normally Local Quality or Safety Organization)	SCREENING POINT/ (ALC SPOCO/-SPO)	ACTION POINT (ALC/SPO)	SUPPORT POINT
<p>1. Discovers Deficiency.</p> <p>2. Forwards draft DR to Originating Point: a. Cat 1 - 24 hours b. Cat 2 - 3 work days</p> <p>3. Identify DR materiel with DD Forms 2332 and 1575.</p> <p>4. Secure, segregate and suspend DR materials. Secure all available documentation. i.e., serviceable tags. DRs.</p>	<p>1. Certify Validity, completeness, and accuracy of DR.</p> <p>2. Assign RCN.</p> <p>3. Finalize DRs</p> <p>4. Submit DR to Screening Point via ASE: a. Cat 1 – 24 hours b. Cat 2 – 13 workdays</p>	<p>1. Check ASE database daily for new DRs.</p> <p>2. Screen DRs for validity, accuracy and completeness.</p> <p>3. Input to ASE all manually received DRs, i.e., FAX, SF – 368.</p> <p>4. Coordinate and retransmit via ASE misrouted DRs.</p>	<p>1. Acknowledge receipt: a. Cat-1 1 workday b. Cat-2 10 workdays</p> <p>2. Evaluates DR.</p> <p>3. Determines if warranty applies - takes appropriate action with Warranty / Item Manager.</p> <p>4. Determines if Credit applies – takes appropriate action.</p>	<p>1. Performs investigation when required by Action Point.</p> <p>2. Provides exhibit disposition instructions to Action Point or directly to holding activity (with prior Action Point authorization).</p> <p>3. Conducts investigation (when requested) and provides status updated to Action Point as significant events occur.</p> <p>4. Upon completion of analysis, provides results to Action Point.</p>

Table 3-5. DR Submission and Processing Responsibility Chart - Continued

ORIGINATOR	ORIGINATING POINT (Normally Local Quality or Safety Organization)	SCREENING POINT/ (ALC SPOCO/-SPO)	ACTION POINT (ALC/SPO)	SUPPORT POINT
	<p>5. Monitors ASE database for exhibit disposition instruction and status.</p> <p>6. Coordinates exhibit disposition via ASE database. Provides copy of DR to base supply for exhibit identification.</p> <p>7. Monitors ASE database for status updates from Action Point.</p>	<p>5. Assigns Action Point via ASE Input.</p> <p>6. Assigns MIP number or QAS code as required.</p> <p>7. May update ASE database with DR acknowledgement, initial or final exhibit disposition, periodic status updates and DR closing actions.</p>	<p>5. If no investigation is required close DR in ASE Database with narrative and closing code explaining rationale for closure. (Narrative and exhibit disposition instructions not normally required for Information Only DRs).</p> <p>6. If Action Point conducts investigation, provide exhibit disposition Instructions: a. Cat 1- 1 workday b. Cat 2- 10 workdays</p> <p>7. Request Support Point assistance (if required).</p>	<p>5. Processes exhibit according to instructions for Action Point to include: a. replace DD Form 2332 and DD Form 1575 with appropriate DD Form 1570 series tag. i.e., repairable, return or condemn. b. notify Action Point of final exhibit disposition.</p>

Table 3-5. DR Submission and Processing Responsibility Chart - Continued

ORIGINATOR	ORIGINATING POINT (Normally Local Quality or Safety Organization)	SCREENING POINT/ (ALC SPOCO/-SPO)	ACTION POINT (ALC/SPO)	SUPPORT POINT
		<p>8. ALC File Manager in SPOCO may monitor the ASE database to review format of data, timeliness of updates, closing actions, assign data base access and coordinate and Recommend changes to Data Base Manager.</p> <p>9. Serves as ALC interface between Originating Point and Action Point.</p>	<p>8. Monitor Support Point investigation.</p> <p>9. Provide status updates via ASE every 30 days unless otherwise indicated in ASE.</p> <p>10. Provide investigation results, closing action and preventative action to Originator.</p> <p>11. Provide final exhibit dispostion instructions to Support Point. (if required)</p>	



## CHAPTER 4

### DR PROCESSING AND RESOLUTION

#### 4-1 PURPOSE.

4-1.1 This chapter establishes the policy, responsibilities, and procedures for DR processing and resolution. This process provides a systematic way to investigate reported deficiencies, to determine what to do about them, and to ensure completion of corrective actions. In addition, the system provides a means of proposing enhancements to improve the system or equipment. The DR system for a particular program or system is tailored to the unique aspects of the program while conforming to the requirements of this chapter. For FMS DRs, reference chapter 5.

4-1.2 These procedures are applicable to all USAF activities, all systems, subsystems, and equipment within the USAF. All DRs/MIPs will be subject to the procedures prescribed herein. Documentation of DR/MIP investigations will be accomplished in accordance with this TO.

#### 4-2 SCREENING POINT/ACTION POINT RESPONSIBILITIES - DR/MIP CONTROL.

##### NOTE

The following instructions illustrate a logical flow in the DR/MIP process. Managing activities are permitted to tailor in instances where their organizational structure and manning require it, i.e. the SPOCO, IWSM, IPTs. However, this tailoring will not eliminate any steps in the process.

4-2.1 The screening point/action point is usually designated by the SM. The responsibilities of the screening point/action point include: establish, document, and maintain the DR/MIP system. When more advantageous to the program, the SM may set up their DR system jointly with one or more other SMs. However, such joint systems must provide the same management visibility and control as an individual program system would provide.

4-2.1.1 The action point acknowledges receipt of the DR. The action point then ensures the DR has been received by the SM who has engineering responsibility to resolve the noted condition, and transfers the DR if required (See D043A, Master Item Identification Data Base and D086, Workload Mission Assignment System (<https://www.msg.wpafb.af.mil/d086>)). As required, the action point requests a technical evaluation by a support point to determine: whether the noted condition matches the DR data, type of additional data needed to evaluate the condition, whether further investigation is needed for resolution, and the course of subsequent investigation. The support point may be composed of SM internal engineering/technical support, contractor, other logistics or product centers, or other DoD component personnel. If the DR is on a repaired item under an Air Force Repair Enhancement Program (AFREP) (i.e., GOLD FLAG, GOLD WAY, etc.) the action point will assign as support point the activity that repaired, overhauled or manufactured the item. The screening point/action point updates the data base with any additional information. (Check with ILM for AFI 21-123 reference and real name of program).

##### NOTE

Exhibit disposition instructions are required regardless of whether the exhibit is requested for investigation. Initial disposition instructions such as "continue to hold" may be used with explicit rationale included.

4-2.1.2 Promptly acknowledge receipt of all DRs within 1-working day for CAT I DRs and 10-working days for CAT II DRs. When DRs have been submitted via electronic/automated means, receipt acknowledgment and detailed exhibit disposition instructions will be placed directly into the INFOCEN/ASE data base record (in accordance with chapter 6, paragraph 6-8). When DRs have been submitted via manual methods (message, SF 368 Forms), acknowledgments and exhibit disposition instructions will be by message or other appropriate means to the originating point (and appropriate information addressees).

4-2.1.3 Upon receipt, review the report to make sure it is correctly categorized and meets the qualifications of this TO. If not, negotiate with the originating point before changing the report category. Upon inability to

reach agreement, the SM will have final authority on categorization of all DRs. When closing the report, provide an explanation to the originating point in INFOCEN/ASE data base.

4-2.1.4 When misrouted DRs are received, transfer the DR to the responsible action point by forwarding, electronic retransmission or by internal INFOCEN/ASE data base transfer as soon as possible, but not later than two hours for CAT I DRs or one workday for CAT II DRs. CAT I DRs should be coordinated/verified by phone.

4-2.1.5 Input manual DRs into the INFOCEN/ASE data base.

4-2.1.6 All Cat I DRs are required to be acknowledged within 1 working-day of receipt by the action point. As part of this acknowledgement, information should be provided which can mitigate the safety issue until a resolution is determined and fielded. The information can be provided in a work-around for a maintenance activity; restrictions to the usage of the item such as a flight envelope restriction which would preclude the safety concern identified in the report in the form of a supplement to the flight manual; and/or an inspection TCTO to determine the full impact of the Cat I condition. The information must be in official form such as a technical order interim safety or operational supplement/TCTO with the appropriate urgency or designated type. A simple acknowledgement of the Cat I is not acceptable. Continuing to operate the item in the same manner which caused the Cat I continues to put personnel in harms way or can cause the loss of equipment or aircraft. Therefore procedures shall be developed by the SPD to ensure that the immediate response to a CAT I DR can ensure safe operation of the system/item and the action is approved by the Chief/Lead Engineer.

4-2.1.7 Place all closing action responses, and MIPRB results in the INFOCEN/ASE data base field I1340 record for those DRs not requiring investigative support/action and those not meeting DR criteria. At no time should a DR be closed solely due to time guidelines.

4-2.1.8 Determine if the same deficiency is currently under investigation or has been resolved and combine the DR with the existing report. If this is true, the exhibit may not be required. The current or previous investigation results may be used to reply to the originating point.

4-2.1.9 Establish the necessary contract requirements in coordination with the Contract Administration Office (CAO) to investigate reported condition. Organic support agreements may also be used for this purpose (for example, tear down investigation). It is advisable to include a requirement for the support point to provide information concerning the cause of the failure and corrective actions, or preventive actions to preclude recurrence, even though the item may have been processed under a warranty or repair provision. This data can be obtained through the imposition of the appropriate Data Item Description (i.e., DI-ALSS-81534) and corresponding Contract Data Requirements List (CDRL).

4-2.1.10 Establish an interface with the Federal Aviation Administration's (FAA) Flight Standard Difficulty Program when a military aircraft or engine system has a civilian counterpart. Contact the Aviation Standards National Field Office, Maintenance Support Branch, AFS-640, P.O. Box 25028, Oklahoma City OK 73125, Com 405-954-6495, to set up procedures for providing relevant DR data to the FAA and for obtaining relevant Service Difficulty Report data from the FAA.

4-2.1.11 Initiate request for support point assistance as required. Ensure the MIP number (if applicable) and RCN, NSN, nomenclature, point of contact, date support is required, and any other requirement for support is included with the DR. Include all pertinent information which will aid the support point such as Maintenance Data Collection (MDC) system data, previous reports and MIP actions (reference table 3-3, paragraph 22j).

4-2.1.12 Provide an initial engineering/technical evaluation. Subsequent entries are required every 30 days unless rational is provided to justify less frequent updates in field (I1400). If the originating point is dissatisfied, contact the screening/action point for resolution.

4-2.1.13 Retain internal Air Force screening/action point responsibility for those DRs forwarded across component lines for investigation under AFI 21-115. The Air Force action point becomes the screening point when DRs are forwarded to other DoD components.

4-2.1.14 Monitor the DR/MIP investigation which is conducted by the support point and if applicable, ensure warranty terms and conditions are considered. For information concerning Credit Reversal procedures, refer to section 4-9 Credit Reversal Procedures.

4-2.1.15 Review all investigation reports and initiate appropriate corrective actions. Be sensitive to other deficiencies uncovered during the investigation and initiate further reporting action under this technical order for those deficiencies. Review all deficiency reports for potential trends. The most effective means for

evaluating the design and execution of an effective maintenance program is through the collection of data, analyzing data, and comparing results with established standards. Initiate corrective actions when standards are not met.

NOTE

The rationale for closure using “no trend established,” and “isolated case” and “no defect found” is not valid unless a detailed explanation is documented in I1340. The Action/Support Point can contact the Originating Point to discuss the closing action summary.

4-2.1.16 Finalize investigation report of DR/MIP and update the INFOCEN/ASE data base record with closing action accordingly in fields I1330, I1340, etc.

NOTE

In addition, in closing a DR/MIP, preventive action to preclude recurrence should be addressed as referenced in paragraph 4-4.3.4.

4-2.1.17 The MGM/PGM shall notify the SM whenever the resolution is to take no action. The DR/MIP shall remain open until agreement is reached or until transfer of the DR/MIP is taken.

4-2.1.18 Alert activities, as appropriate, of suspect item(s). Notify originating points to alert their activities/storage depots. E-mail advisories may be submitted to originating points of known INFOCEN/ASE system or e-mail users as necessary, to alert them to the problem. Request suspension/screening of stocks as appropriate.

4-2.1.19 When an investigation is required, assign a Materiel Improvement Project (MIP) number IAW table 4-1. A MIP number is not required for a quality related DR, but may be assigned if it is determined that the quality issues are directly related to the existing contractual issues being monitored/pursued by the applicable program.

NOTE

Assignment or non-assignment of a MIP number to a DR does not negate the responsibility to investigate the DR/MIP.

4-2.1.20 Set up and maintain the official DR/MIP record files and track and control the resolution of the DRs/MIPs.

4-2.1.21 Determine when a DR/MIP should be reviewed by the MIPRB or equivalent. Factors suggesting MIPRB include new information significantly changing the DR/MIP priority, completed actions/status changes, need for further MIPRB direction, periodic progress updates, etc.

4-2.1.22 Provides administrative support for the MIPRB which will include an agenda of the DRs and MIPs to be provided to and reviewed by each board member at least one week before each MIPRB.

4-2.1.23 INFOCEN/ASE electronic mail (ELM) or other e-mail is to be utilized for DR communications to the greatest extent possible. All offices affected by the TO shall obtain access to the INFOCEN/ASE system.

4-2.1.24 Time Compliance Technical Order (TCTO) Kits: DRs received against items on TCTO kits will be forwarded to the kit manager for resolution. Additionally the Originating Point should notify the MAJCOM/Lead Command SPO as applicable as listed in AFRD 10-9. Provide the NSN of the failed part/parts in block 22d of the DR.

4-2.1.25 The Equipment Specialist (ES) or Quality Assurance Specialist (QAS) will recommend to the Item Manager (IM) that assets be placed in suspended condition code J or L, pending DR/MIP investigation, when the DR/MIP indicates that the defect is not isolated and may exist in a significant number of items.

4-2.1.26 Support the DR/MIP investigation by initiating, controlling, and maintaining surveillance over Teardown Deficiency Reports (as applicable) including appropriate forms, funding (DRs submitted IAW AFI 21-115) and follow-ups to prevent delays in the investigation.

#### 4-3 MATERIEL IMPROVEMENT PROJECTS (MIPS).

4-3.1 A MIP is a planned effort by the action point, to investigate and resolve deficiencies or to evaluate proposed enhancements. Consider DRs that relate to an existing MIP for inclusion in the MIP.

4-3.2 The SM will coordinate MIP and DR process with program participants and provide them copies of the DR and MIP system documentation as required. These procedures shall be included in appropriate T&E documentation. This documentation will be updated as necessary to reflect any changes.

4-3.3 MIP Numbering and Priorities: Assign each MIP number and priority as shown in table 4-1.

NOTE

A MIP number may be assigned to an information only DR when requested by the System Program Manager (SPM), Item Manager (IM), or Engine Item Manager (EIM). This also applies to both EC and Modification actions.

4-3.4 MIP Review Board: The MIPRB manages the resolution of MIPs and associated DRs. MIPRB will be held no less than quarterly and all open CAT I DRs/MIPs will be briefed with current status. The SM ensures that the MIPRB procedures include the following:

4-3.4.1 The SM or designated representative chairs the MIPRB. The MIPRB will not close out a DR without the concurrence of the MIPRB membership, if applicable. Reference paragraph 4-3.7 for non-concurrence procedures.

4-3.4.1.1 The SM or his designated representative schedules the board as a minimum, on a quarterly basis to consider ongoing or recommended actions on MIPS, recommendations for MIP status changes, prioritized DR lists, if applicable.

NOTE

The MIPRB must ensure that all DRs received are accounted for and any action taken at the MIPRB on any DR/ MIP is noted with the minutes of the MIPRB for each DR/MIP. The action point may coordinate DR/MIP actions with the screening point during the MIP process. Individual DR actions may not require specific MIPRB consideration unless there are issues needing resolution by the MIPRB.

4-3.4.2 The MIPRB reviews all proposed DR/MIP actions recommended by the action point.

4-3.4.3 The MIPRB reviews DR/MIP resolution actions, as required, and places DR/MIPs in the following status categories:

4-3.4.3.1 Open: SM actions have not started or are in progress.

4-3.4.4 Open Awaiting Fix Verification (AFV): When investigative and engineering actions are complete and the only remaining step is to verify the fix through retest, analysis, or inspection, in as close to an operational environment as possible (if operational environment is not possible or suitable, simulation or demonstration can be utilized). For action point accounting purposes, the MIP will be considered inactive and an implementation target date will be assigned to the INFOCEN/ASE record in the data base in the appropriate field. The MIP will be verified in accordance with AFI 99-101 and AFI 99-102 and AFOTECI 99-101. The action point is responsible for tracking of these MIPS. The Responsible Test Organization (RTO), Operation Test Agency (OTA) or OPCOM must provide fix or verification information to the action point.

4-3.4.5 Open Awaiting Funds (OAF): MIP actions may be stopped after the investigation has determined the potential resolution and estimated cost to complete implementation if funds are not available. At a minimum, MIPS stopped at this point will be reviewed annually for possible future funding and validity. The using command must provide funding status at the annual reviews.

4-3.4.6 Closed: A MIP is closed if not involved in resolution of disagreement proceedings as described below and if any of the following conditions are met:

4-3.4.6.1 A MIP investigation may cause a configuration change (either hardware or software). A proposed solution will be approved by the Configuration Control Authority and the fix verified before the MIP can be closed.

4-3.4.6.2 If the MIP investigation results only require a change to technical data, the MIP will be closed when the publication change request has been approved and the technical order change is published.

4-3.4.6.3 When the MIP investigation results in a quality problem being identified, corrective action has been initiated, and if required stock screening and/or removal and replacement action has been started.

4-3.4.6.4 Corrective action cannot be justified (due to life cycle or operational constraints, could not duplicate problem or deficiency) or is not required (low risk).

4-3.4.6.5 Closed R: The MIP is combined with another open or master MIP. (A master MIP has more than one DR associated with it and will show in the Master MIP INFOCEN/ASE record all the MIPs repeated to it.) When a MIP is determined to be repetitious and/or supplementary to an open MIP, it may be closed and repeated to that previous MIP and consolidated with the existing open MIP. The closing summary in the INFOCEN/ASE data base record (field I1340 shall reference this action) and the applicable fields (I510, I520, etc.) annotated as required.

4-3.4.6.6 Closed T: The responsibility is transferred to another organization (i.e. SMs, other agencies) for investigation and/or action and that organization accepts responsibility.

4-3.4.6.7 Closed A: When the investigation depends upon the availability of an exhibit and it is not received or is unavailable.

4-3.4.6.7.1 DRs that are submitted as info only, known failures, first time occurrence or other reasons may be closed. Closed DRs will be listed on the MIPRB agenda for review. If there are no disputes from any organizations, then these DRs will be officially closed at the MIPRB.

4-3.4.6.7.2 If a Government Industry Data Exchange Program (GIDEP) alert has been issued, annotate the alert number or enter a statement, "GIDEP Alert not required" as part of the closing summary.

4-3.4.6.8 When a contractor change has been initiated and the change is approved by the SM.

4-3.5 The results of the MIPRB will be entered into the INFOCEN/ASE database in 10 working days.

4-3.6 The membership of the MIPRB should include, but is not limited to, senior managers of each functional area within the SM plus representatives of the operating and supporting commands. The program Chief Engineer/Lead Engineer shall be a member of the DR/MIPRB and coordinate on the closure action of all boarded DRs/MIPs. During the test phase, membership also includes a representative of the applicable test agency. Representatives of the contractor(s) involved in the development and/or testing may attend. Each open CAT I MIP is reviewed and an updated status is provided for input into the INFOCEN/ASE data base.

4-3.6.1 The Chief Engineer will develop a process that ensures the appropriate review of all Deficiency reports and their closing actions and will approve closures for Cat I DRs. The Chief Engineer will be briefed on significant events as defined by managing activities process.

4-3.7 Resolution of Disagreements. The MIPRB chairman recommends closure of any DR/MIP during a MIPRB proceeding; however, any board member may nonconcur with the closure. The DR/MIP then remains open for 30 days during which time the non-concurring organization must provide complete rationale and supporting documentation to the SM. This provides adequate time to rebut any proposed DR/MIP closure with which there is disagreement. Every effort is made to resolve disagreements at the lowest possible level. When significant disagreements cannot be resolved, the DR/MIP will remain open and be elevated, as necessary, to the next management level for resolution. However, if not resolved, the disagreement is briefed by the concerned parties at the next scheduled MAJCOM Air Staff review.

#### 4-4 SUPPORT POINT RESPONSIBILITIES DR/MIP INVESTIGATION.

4-4.1 Acknowledge receipt of request for support point assistance.

4-4.2 Accomplish investigations as requested by the action point. The investigation will determine the cause of a reported condition and recommend corrective actions.

4-4.3 Notify the action point of changes to the status of the investigation as changes occur. As a minimum, provide an interim or final reply to the action point. A later suspense date may be established by action point and support point if in agreement. The reply will address the following as applicable (use of INFOCEN/ASE data base fields, i.e., I845, I850, I860, I880, I890, etc.) and will aid in monitoring response or lack thereof.

4-4.3.1 Project final reply date.

4-4.3.2 Cause of the reported condition.

4-4.3.3 Corrective action necessary or taken, including contractor action if applicable.

4-4.3.4 Preventive action to preclude recurrence.

4-4.4 Evaluation of opportunities to incorporate corrective measures on the system equipment production line (if still being acquired) or within a modification program (if undergoing a modification effort).

4-4.5 Position with respect to repair cost.

4-4.6 Ensure mishap exhibits are not altered/disposed of without written approval of the investigation commander as prescribed in AFI 91-204.

4-4.7 Process exhibits that are no longer required for analysis in accordance with their condition and dollar value. This includes replacing the DD FORM 1575 tag with the appropriate 1500 series form.

#### 4-5 WARRANTY MANAGER RESPONSIBILITIES.

Warranty procedures are uniquely tailored to individual programs, warranty items for which a DR is submitted require coordination with the warranty manager. The warranty manager at the Action Point is responsible for management of warranty property. This is required to ensure warranty provisions are considered to avoid unnecessary duplication or conflict with contractual requirements of warranties.

4-5.1 Establish predetermined exhibit disposition instructions for warranty items when appropriate.

#### NOTE

Because an item is under warranty does not negate the requirement to satisfactorily resolve an identified deficiency. If an adverse trend or high failure rate develops, an investigation should be performed. When safety issues are identified, usually a CAT I DR, correction of the unsafe condition will be the primary concern. This may require disregarding warranty provisions and subsequent voiding of the warranty on the exhibit.

#### 4-6 TRANSFER OF ACTION POINT RESPONSIBILITY.

The following procedures apply to transfer of the action point responsibility:

4-6.1 When DRs are submitted on an item under management of another organization, the SM transfers action point responsibility to the other organization. The DR is kept open until the other organization acknowledges responsibility.

#### 4-7 DR/MIP INVESTIGATION TIME PHASE.

4-7.1 The DR/MIP investigation which starts at initial input (INFOCEN/ASE data base field I30) to completion of investigation should use the following time phases below as a guide. See definitions in table 4-1.

a. Emergency (no kit)	15 days
b. Emergency (kit)	60 days
c. Urgent (no kit)	60 days
d. Urgent (kit)	90 days
e. Routine (no kit)	120 days
f. Routine (kit)	400 days (less than 100k)
g. Routine (kit)	445 days (more than 100k)

4-7.2 These time phases are ONLY recommended goals to assist in determining if the MIP investigation is on schedule. These goals should not be used as automatic closing criteria for closing any MIP that has not been resolved/investigated. The MIP phase may include the following steps: Initial Evaluation, Exhibit Disposition, Engineering Action (including TDR if required), Engineering Change Proposal (ECP), Configuration Control Board (CCB/ CPCB), Technical Data Change and Kit Proofing, Contractual issues, funding, etc., may impact these recommended goals/guidelines, increasing or decreasing the time required to reach successful closure/resolution.

#### 4-8 DR/MIP TRAINING.

4-8.1 Supervisory personnel will ensure that a sufficient number of qualified and trained personnel are available within their organizations. The On-the-Job Training (OJT) concept may be utilized to maintain a

balanced core of expertise within the organization. DP\*PRODIGY course "MKHCIM000 5200SU" can be used to identify DR/MIP training requirements for Equipment Specialists and Engineers. Supervisors will ensure that personnel are fully familiar with the guidelines set forth in this TO and other existing Air Force Instructions, regulations, etc. regarding the DR/MIP process.

#### 4-9 CREDIT REVERSAL PROCEDURES.

4-9.1 Background: The intent of Defense Management Review Decision 904 was to provide instant credit to customers returning a defective part returned with an approved deficiency report (DR). When this credit process was initiated in October 1992, there was much concern that customers would take advantage of the process and submit invalid DRs simply to justify a "free" replacement part. This would not only be an abuse of the DR process itself but a violation of the "honor system" the process utilizes.

4-9.2 Procedure: If it is determined that a customer has made an error in either performance expectations or application of DR submittal criteria, credit reversal is appropriate. Credit reversal actions based on incorrect performance expectations or misapplication of DR submittal criteria by the unit must first be coordinated between the Action Point and the initiators Originating Point. Credit reversal action is appropriate and may be requested if the investigative process determines the defect does not meet the DR submittal criteria identified in paragraph 3-3.1.2. Investigation results such as "not trend established", "isolated case", "item previously investigated," or "no defect found," do not warrant credit reversal action.

4-9.2.1 Credit Reversal Candidates. The following are examples of when a credit reversal may be appropriate:

- a. Item failed after designed use or following a reasonable period of service.
- b. DR exhibit has been altered.
- c. Originating Point failed to provide adequate data (within 15 days of request) for proper report analysis.
- d. The exhibit cannot be evaluated because it was not shipped IAW the disposition instructions provided by screening/action point.
- e. Any of the conditions noted in Table 3-1.

4-9.2.2 When conditions described in paragraph 4-9.2 have been met, then follow these procedures.

#### 4-9.3 The Action Point (ALC/SPO) will:

4-9.3.1 Contact the initiators Originating Point activity by Application Support Environment (INFOCEN/ASE) e-mail, FAX, phone or message requesting credit reversal action. The e-mail, FAX or message will provide the rationale for requesting credit reversal. The e-mail, FAX or message will include a request for the Originating Point to notify the Action Point of their concurrence or non-concurrence with the credit reversal request and any information to support a non-concurrence reply.

4-9.3.2 To indicate that a credit reversal action has been requested a "Y" will be entered in I1455 (Credit Reversal) indicator. This field can also be used to track credit reversal DRs.

4-9.3.3 Follow up with Originating Point activity if I1457 (Date Credit Reversal Accomplished) has not appeared within 15 work days. If the credit reversal is not accomplished after 30 work days, then contact the MAJCOM POC for the deficiency reporting process to resolve the issue.

#### 4-9.4 Originating Point will:

4-9.4.1 Notify Base/Depot Supply to initiate reverse post procedures to effect the credit reversal.

4-9.4.2 Update I1457 (Date Credit Reversal Accomplished) by base/depot supply.

4-9.4.3 Update field I1590 to notify the Action Point of your concurrence or non-concurrence with the credit reversal request and any information to support a non-concurrence reply.

#### 4-9.5 Base/Depot Supply will:

4-9.5.1 Coordinate with the resource advisor of the Originating Point to ensure funding is available.

4-9.5.2 Take reverse post action on the DR exhibit turn-in to effect credit reversal.

**4-10 PRODUCT DEFICIENCY QUALITY PERFORMANCE INDICATOR (PDQPI).**

AFMC/CC policy requires all programs to report their completed deficiency investigations with closing action to the INFOCEN/ASE data base each quarter. The PDQPI is used to identify inadequate macro-level processes causing product deficiencies within the acquisition cycle. Using the data supplied to the INFOCEN/ASE data base, the process causing the customers and the Single Managers the most problems will be identified. The current process and policy as well as analysis of the data can be found on the web at ([www.wpafb.af.mil/base/orgs/basis](http://www.wpafb.af.mil/base/orgs/basis)).

*Table 4-1. MIP Numbers*

1. Each MIP will be assigned a number consisting of 11 alphanumeric characters in the following format:

1-2	3-4-5	6	7	8-9-10-11
AS	D65	s	6	0 0 0 1

2. Position 1-2: Code for the organization containing the program office:

AD = ASC, Eglin	HS = HSC	AS = ASC
ES = ESC	SD = SSC	SC = SMC/DET 10
EC = ESC	WS = AFWL	AF = AFCC
OC = OC-ALC	OO = OO-ALC	SA = SA-ALC
SM = SM-ALC	VIR = VVR-ALC	LC = AFALD
SE = AFTAC/SEE	AR = AFTAC/ARE	

3. Position 3-5:

- a. For AFMC, AFCC, and ESC: Second, third, and fourth characters of the program office organizational symbol. Unused portions will be filled with 0.

Example: (1) XOO for ASC/XX  
(2) D65 for ASC/SD65

- b. For AFMC:

- (1) Position 3: Division Designator.

A - Acquisition Division  
C - C and E Management Division  
I - Item Management Division  
S - System Management Division  
P - Propulsion Management Division

- (2) Position 4: Engineering-Reliability Section Designator.

- (3) Position 5: Optional. The preferred entry is the Engineering-Reliability Unit Designator. If not applicable or appropriate, then one of the following codes may be used:

V - Nuclear Certified Equipment (mandatory for nuclear certified equipment)  
- First character of the SRD  
- Locally assigned pseudo code

4. Positions 6 and 7:

- a. For AFMC, AFCC, and ESC:

- (1) Position 6: Specialized code assigned by the program office to designate a weapon system, subsystem, equipment, or support point, as desired:

Example: A = Airframe      E = Engine      G = Gun  
          H = Hydraulic      L = Life Support



Table 4-1. MIP Numbers - Continued

## NOTE

Not an all-inclusive list. Additional specialized codes may be developed and utilized by the program office.

(2) Position 7: Last digit of the calendar year.

b. For AFMC: Last two digits of the calendar year.

## 5. Position 8-11:

a. If the condition is reported before operational use, enter the test phase alpha code in position 8 and the sequential MIP number in positions 9-11 (for example, 001, 002, etc). Test phase codes are:

C = Contractor	J = DT&E/IOT&E
P = Prototype	U = IOT&E
D = DT&E	O = OT&E

b. If the reported condition was found during operational use, enter the sequential MIP number, beginning with 0001 for the first MIP on the system and equipment, and the first MIP of a new calendar year.

## NOTE

- For Software MIPs, add an S after the sequential number. The S must stand alone (OCTIM 91-0001 S).
- For combined mishap, add an M after the sequential number. The M must stand alone (OCTIM 91-0002 M).

## Assigning MIP Priorities

Each MIP will have one of the following priorities based on the known or potential impact of the reported condition. CAT I reports will only have an emergency or urgent priority. CAT II DRs will have an urgent or routine priority.

## 1. Emergency:

Known or suspected safety hazards that could result in fatal or serious injury to personnel or extensive damage to, or destruction of, valuable property. Such conditions embody risks that are calculated to be intolerable.

## 2. Urgent:

Conditions of combat necessity or potentially hazardous conditions that could result in injury to personnel, damage to valuable property, or unacceptable reductions in combat efficiency. Such conditions compromise safety or embody risks that are calculated to be tolerable within definite time limits.

## 3. Routine:

Conditions that are less severe than those identified under emergency and urgent. These are conditions which through continued and prolonged use, could:

- Constitute a hazard.
- Adversely affect operational efficiency or effectiveness.
- Adversely affect operational life or use of the equipment.
- Cause an indefensible and unnecessary expenditure of support resources.



## CHAPTER 5

### TCP/IEMP PARTICIPANT DEFICIENCY REPORT SUBMISSION AND INVESTIGATING PROCEDURES

#### 5-1 PURPOSE.

The purpose of this chapter is to provide guidance in the reporting and investigation of Deficiency Reports (DRs) submitted by Technical Coordination Program (TCP) and International Engine Management Program (IEMP). Participants such as Foreign Military Sales (FMS), Security Assistance (SA), and European Participating Air Force (EPAF) countries so that action can be taken to resolve deficiencies or discrepancies, on hardware, software, mission critical computer systems, vehicle, clothing, and textiles.

5-1.1 Conditions, equipment, etc. not to be reported IAW the TO include the following:

5-1.1.1 Operator/installation error, no design change required. Users to use local procedures for dealing with this deficiency.

5-1.1.2 Repaired items received other than from the US Government through an FMS case.

5-1.2 Conditions, equipment, etc. which are addressed under the scope of this TO, but which have more explicit procedures defined in other documentation include:

5-1.2.1 Discrepancies attributed to improper packaging, handling or administrative errors. Includes items found properly packaged with no apparent damage to the container, but the item is damaged. Item discrepancies or condition is attributed to, or the responsibility of the shipper, detected by the receiving activity. This includes conditions such as shortages, overages, erroneous material, unacceptable substitute, duplicate shipments, or missing tags or labels. These discrepancies are to be reported using the SF 364, (Supply Discrepancy Report (SDR)). Additional guidance is provided in AFJMAN 23-215, AFMAN 16-101, and AFMAN 23-110. When a member submits SDRs that are safety related, they should also submit an information notification to the TCG/IEMG which includes the same type data referenced in paragraph 5-10.9.

5-1.2.2 Discrepancies and Standard Items of Medical Supplies and Equipment listed in Military Medical Stock List SL-6500. These discrepancies are to be reported to the Chief, USAF Medical Material Field Office AFMAN 23-110V5.

5-1.2.3 Proposed New Allowance Documents and Changes to Existing Allowance Documents. Guidance is provided in AFMAN 23-110.

5-1.2.4 Discrepancies with Established Administrative Systems, Procedures, Methods, Publications, and Forms. These discrepancies are to be reported by letter, through channels, to the Office of Primary Responsibility (OPR). Guidance may be found in OPR Operating Instructions (OI), policies and directives.

5-1.2.5 Discrepancies with Real Property and Real Property Installed Equipment. These discrepancies are to be reported under the guidance of AFH 32-9007.

5-1.2.6 Deficiencies in Pricing. These deficiencies are to be reported under the guidance of AFPAM 23-117.

5-1.2.7 Deficiencies in items procured from commercial off-the-shelf (COTS) local purchase/repair, directly from a commercial vendor, when not purchased through an FMS case. These deficiencies are to be corrected by the purchaser on a case-by-case basis.

5-1.2.8 Deficiencies in Technical Orders. These deficiencies are to be reported using the AFTO Form 22, TECHNICAL ORDER IMPROVEMENT REPORT AND REPLY, or the AFTO Form 27, PRELIMINARY TECHNICAL ORDER (PTO) PUBLICATION CHANGE REQUEST (PCR)/TO VERIFICATION RECORD/ APPROVAL. Guidance can be found in TO 00-5-19.

5-1.2.9 Deficiencies in Flight Manuals. These deficiencies are to be reported using AF Form 847, RECOMMENDATION FOR CHANGE OF PUBLICATION (Flight Publications). Guidance can be found in Technical Order 00-5-19.

5-1.2.10 Discrepancies in Supply Catalogs or Stock List. These deficiencies are to be reported under the guidance of AFM 67-1.

## 5-2 SCOPE.

The procedures in this chapter apply to TCP/IEMP participating countries (i.e., FMS/SA/APAF) governed by AFMAN 16-101, AFR 400-20, LOA, and/or individual FMS case provisions such as TCP/IEMP agreements, and Multi-National Configuration Management Plan agreements. For non-TCP/IEMP participants, guidance is provided in paragraph 5-10.

## 5-3 SECURITY CLASSIFICATION.

DRs and SDRs submitted IAW this chapter are subject to the appropriate security classification and Encrypt. For Transmission Only (EFTO) procedures under the requirements of AFI 31-401.

## 5-4 DEFINITIONS RELATED TO DEFICIENCY REPORTING.

5-4.1 General Definitions: The following definitions are unique to TCP/IEMP countries participating in the DR Program. Chapter 1 also contains other applicable definitions.

5-4.1.1 Action Point: The organization responsible for all actions necessary to investigate a problem and to determine possible causes and required actions to resolve the problem. The applicable TCP/ IEMP is the action point/single point of contact between the country and support point (TCP members reference table 5-1, IEMP to table 5-2, for applicable addresses). The applicable TCP/IEMP may either perform the investigation or request assistance from a support point (ALC and/or a contractor).

5-4.1.2 Initial Acceptance Inspection DRs: DRs are used to report critical and major defects found during the acceptance inspection on assets received from depot maintenance facilities (TO 00-20-1). Prepare on message using the format described for the DRs (table 5-4) except it will be limited to the following blocks: 3, 4, 5, 6, 7, 9, 10, 11, 12, 16, 19, 22b, 22c, 22j, 22k, and 22l.

5-4.1.3 International Engine Management Program (IEMP): The IEMP is the action point for members on all applicable engine follow-on logistics and engineering/technical issues and is responsible for managing and monitoring the follow-on logistics and engineering/technical services for Component Improvement Program (CIP) participating countries.

5-4.1.4 Originating Point. Individual within the country's maintenance support or Quality Assurance activity which discovers a deficiency and reports it.

### 5-4.1.5 Report Categories.

5-4.1.5.1 CAT I DR: Report of a deficiency which:

5-4.1.5.1.1 If uncorrected, would cause death, severe injury, or severe occupational illness, or

5-4.1.5.1.2 If uncorrected, would cause major loss or damage to equipment or a weapon system, or

5-4.1.5.1.3 The System Program Director (SPD), Item Manager (IM), Engine Item Manager (EIM), and the using country determines the deficiency is reportable for analysis and tracking.

5-4.1.5.1.4 Mishap CAT I DRs: DRs submitted which are known or suspected to be the cause in Air Force mishaps. Report events classified A and B, IAW AFI 91-204. Mishap related DRs will reference the mishap control number assigned by the submitting safety office in the Report Control Number B block of the DR. All safety related DRs will be coordinated with the local safety office.

5-4.1.5.2 CAT II DR: The report of a deficiency due to errors in workmanship, nonconformance to specifications, drawings, standards or other technical requirements (i.e., omission of work operations during manufacture or repair, failure to provide or account for all parts, improper adjustment or other condition that can be identified as nonconformance to technical requirements of a work specification). Failures or conditions that occur during initial inspection, initial bench check, initial installation operational check or initial operational use. Is an error in statements of instructions which comprises a computer program used by a Mission Critical Computer System, programs or software. Is required for tracking by agreement of the TCP/ IEMP and the country. Is found during Initial Acceptance Inspection (critical or major defects only).

#### NOTE

- The DR should contain a narrative explaining the reason for suspecting errors in workmanship or nonconformance to specifications.
- Each country should review their warranty plan.
- For ease of determining the type of report to submit, see table 5-3.

5-4.1.5.2.1 There are two categories of deficiency reports with this chapter, CAT I and CAT II. For category and submission time frames reference table 5-3.

#### NOTE

Do not submit both an SDR and DR. Deficiency reports originating from countries not participating in a TCP/ IEMP may be submitted as a Supply Discrepancy Report (SDR) in accordance with AFMAN 16-101, and AFMAN 23-110. See AFMAN 23-110 for reporting requirements.

5-4.1.6 Screening Point. The country's maintenance support or quality assurance activity which reviews DR reports to assure they are valid, complete, accurate, and properly addressed; assigns report control numbers (RCN); ensures proper marking and handling of exhibits; transmits reports to the appropriate TCP/ IEMP; monitors outstanding reports and acts as the focal point for communications/interaction with the TCP/IEMP.

5-4.1.7 Support Point. The activity that assists the action point (as requested) in processing, investigating, and resolving a deficiency. Examples are: Contract Administration Office, Engineering Support Offices or labs, other ALCs, contractors, etc.

5-4.1.8 TCP. The USAF manages aircraft and missile TCPs for eligible Security Assistance countries. Basically, TCPs provide follow-on support efforts to continue improving serviceability, maintainability, and reliability (improved parts, maintenance techniques, increased inspection and overhaul intervals, modification, etc). Separate TCPs are conducted for different types of aircraft and missiles. All USAF managed TCPs are conducted under a Letter of Offer and Acceptance (LOA) with the prime ALC. The TCPs are the single point of contact for the member countries for all logistics and engineering/technical issues.

5-4.1.9 Single Point of Contact. Receives DRs from member country on applicable aircraft, engine and missile related items and related equipment. Forwards the DR to the appropriate action/support point for resolution.

Table 5-1. Deficiency Report Action Point Addresses for TCP Participants Only

If the country is a TCP Participant, and the condition or defect involves the aircraft, systems, or support equipment (excluding engines) on:	Contact Point Office:
F-5A, B, E, F Aircraft	MAIL ADDRESS: OO-ALC/LCDT 6064 Dogwood Ave. Bldg. 1254 Hill AFB UT 84056-5816 MESSAGE ADDRESS: OO ALC HILL AFB UT//LCDT
T-37, T-38 Aircraft	MAIL ADDRESS: OO-ALC/LCTT 6064 Dogwood Ave. Bldg. 1254 Hill AFB UT 84056-5816 MESSAGE ADDRESS: OO ALC HILL AFB UT//LCTT
F-4 Aircraft	MAIL ADDRESS: OO-ALC/LCDI 6089 Wardleigh Rd Hill AFB UT 84056-5816 FAX (801) 773-7620 MESSAGE ADDRESS: OO ALC HILL AFB, UT//LCDI
F-15 Aircraft	MAIL ADDRESS: WR-ALC/LFIT 296 Cochran St Robins AFB GA 31098-6001 MESSAGE ADDRESS: WR ALC ROBINS AFB GA/LFIT//
F-16 Aircraft	MAIL ADDRESS: OO-ALC/YPXG 6089 Wardleigh Rd Hill AFB UT 84056-5830 MESSAGE ADDRESS: OO ALC HILL AFB UT//YPXG// FAX (801) 773-9782
E-3 Aircraft	MAIL ADDRESS: OC-ALC/LAK 3001 Staff Dr, Ste 2AH110 Tinker AFB OK 73145-3022 MESSAGE ADDRESS: OC ALC TINKER AFB OK//LAK//
C-130 Aircraft	MAIL ADDRESS: WR-ALC/LB 265 Ocmulgee Court Robins AFB GA 31098-1647 MESSAGE ADDRESS: WR ALC ROBINS AFB GA//LB//

Table 5-1. Deficiency Report Action Point Addresses for TCP Participants Only - Continued

If the country is a TCP Participant, and the condition or defect involves the aircraft, systems, or support equipment (excluding engines) on:	Contact Point Office:
AIM 9 P4 Missile	MAIL ADDRESS: WR-ALC/LKGL 460 Second St Robins AFB GA 31098-1640 MESSAGE ADDRESS: WR ALC ROBINS AFB GA//LKGL//
MAVERICK TCG	MAIL ADDRESS: OO-ALC/WMI 6034 Dogwood Ave Hill AFB, UT 84056-5816 MESSAGE ADDRESS: OO ALC HILL UT//WMI// E-MAIL: mavericktcg@armament.hill.af.mil

Table 5-2. Deficiency Report Action Point Addresses for IEMP Participants Only

If the country is a IEMP Participant, and the condition or defect involves the engine, (excluding APU, GTE, QEC, or starters) on:	Contact Point Office:
J85, T56 Engine	MESSAGE ADDRESS: OC-ALC, TINKER AFB, OK//LP1E//
F-100 Engine	MESSAGE ADDRESS: OC ALC, TINKER AFB, OK/LPIF//
TF30 Engine SEE NOTE	MAIL ADDRESS: OC-ALC/LPAMI 3001 Staff Dr, Ste 2R83 Tinker AFB OK 73145-3001 MESSAGE ADDRESS: OC ALC TINKER AFB OK// LGQ//
TF33-P100A Engine SEE NOTE	MAIL ADDRESS: OC-ALC/LPAMI 3001 Staff Dr, Ste 2R83 Tinker AFB OK 73145-3001 MESSAGE ADDRESS: OC ALC TINKER AFB OK// LGQ//
J79 Engine SEE NOTE	MAIL ADDRESS: OC-ALC/LPAMI 3001 Staff Dr, Ste 2R83 Tinker AFB OK 73145-3001 MESSAGE ADDRESS: OC ALC TINKER AFB OK// LGQ//

*Table 5-2. Deficiency Report Action Point Addresses for IEMP Participants Only - Continued*

<p>If the country is a IEMP Participant, and the condition or defect involves the engine, (excluding APU, GTE, QEC, or starters) on:</p>	<p>Contact Point Office:</p>
<p>F-110 Engine SEE NOTE</p>	<p>MAIL ADDRESS: OC-ALC/LPAMI 3001 Staff Dr, Ste 2R83 Tinker AFB OK 73145-3001 MESSAGE ADDRESS: OC ALC TINKER AFB OK// LGQ//</p>
<p>NOTE</p>	
<p>The following should be included as information addressee on all correspondence pertaining to CFM56, TF-30, TF-33, P100A, J-79, and F-110 engine DRs:</p>	
<p>MAIL ADDRESS: OC-ALC/LGQ 3001 Staff Dr, Ste 2AG1102D Tinker AFB OK 73145-3001 MESSAGE ADDRESS: OC ALC TINKER AFB OK//LP1E//</p>	

## 5-5 DEFINITIONS RELATED TO DISCREPANCY REPORTING.

**5-5.1 DISCREPANCY TYPES:** All of these are to be reported using the SF 364.

5-5.1.1 **BILLING:** Billing discrepancies exist when materials received as ordered (and with accompanying documentation) but are incorrectly shown, omitted, or duplicated in either:

#### 5-5.1.1.1 The FMS delivery listings, or

#### 5-5.1.1.2 The statement of FMS transactions.

**5-5.1.2 DAMAGED or IMPROPERLY PACKED SHIPMENT:** Damaged or improperly packed material is received in a damaged condition as a result of improper preservation, packing, marking, loading, handling, or storage.

NOTE

Container damage must be annotated on the carrier's bill of lading at the time it is received by the freight forwarder. This will substantiate a claim against the carrier if the material was damaged by the carrier's mishandling.

**5-5.1.3 DUPLICATE SHIPMENT:** A duplicate shipment is the shipment of identical material in the same quantity, and under the same requisition number as a shipment previously received but not requisitioned by the FMS customer.

**5-5.1.4 INSUFFICIENT SHELF LIFE:** Insufficient shelf life is when deteriorating or unstable characteristics exist that limit the time during which an item can be satisfactorily stored before use.

**5-5.1.5 MISDIRECTED SHIPMENT:** A misdirected shipment is material shipped to a destination other than a destination asked for by the customer ordering the material.



## NOTE

This type of discrepancy is reported by message, letter, or the freight forwarder may use the Toll-Free number (1-800-448-0361).

5-5.1.6 NONRECEIPT: Nonreceipt exists when billings are received, but the items are not found and there are no records showing receipt of the material.

5-5.1.7 OVERAGE: An overage is a quantity which physically is received in excess of the quantity ordered or shown on the shipping document. This does not include requisition quantities which are adjusted by the source of supply to conform to standard unit pack quantities or minimum buy contracts.

5-5.1.8 QUALITY RELATED DEFICIENCY: Is attributable to errors in workmanship, nonconformance to specifications (initial failure), drawing standards, or other technical requirements.

5-5.1.9 SHORTAGE: A "concealed" shortage exists when a lesser quantity is physically received than the quantity billed or shown on the shipping documents.

5-5.1.10 WRONG ITEM: A wrong item is an unacceptable substitute or an item received instead of the item requisitioned because of a shipper error.

5-5.2 INTERNATIONAL LOGISTICS CONTROL OFFICE. The designated Air Force FMS SDR Office responsible for receiving all SDRs from FMS customers, provides receipt acknowledgment, reviews and accepts/rejects SDR submittals, processes SDRs, and controls, tracks and adjudicates customer submittals.

## 5-6 CRITICALITY/PAYBACK POTENTIAL OF THE REPORT.

5-6.1 Each TCP/IEMP organization will formulate criteria for the establishment/continuation of an investigative project. Receipt of a DR is not (of itself) sufficient reason for the establishment of an investigative project. The determination criteria should take into consideration such things as DR category, the criticality of the item, weapon system degradation, usage trend, historical computer system data, previous DRs, etc. An investigation should be established when there is a high payback potential for the country, such as when there is: increased usage trend of an item, decreased mean time between maintenance (MTBM), increased nonmission capability, etc. Normally, items with a low payback potential should not be investigated.

## 5-7 FUNDING OF THE DR INVESTIGATION.

5-7.1 The appropriate USAF technical and engineering activity will make a determination as to the funding of the investigation. DR investigations will be funded based on the following criteria:

5-7.1.1 If the investigation/analysis will benefit the United States Air Force (USAF), the USAF will fund one investigation.

5-7.1.2 If the investigation/analysis determines the deficiency applies to parts or components still under warranty by the manufacturer, claims will be processed through the Air Force Contracting Office to the manufacturer.

5-7.1.3 If the investigation/analysis is determined to be of no benefit to the USAF, funding must be provided by the country(s) receiving the benefits.

5-7.1.4 The TCP/IEMP for the applicable equipment on which the DR is submitted, may provide or request funds from the country HQ AFSAC country case manager.

5-7.1.5 When HQ AFSAC agrees to fund the effort and provides a fund citation, authorization to proceed with the analysis will be provided to the investigative activity. Funding will only be provided for the actual number of hours spent on the DR. The TCP/IEMP will also indicate in the authorization document (letter or message) the appropriate fund citation that must be reflected on the billing document.

5-7.1.6 The country and the applicable HQ AFSAC country case manager will be advised that funds (estimated amount) are required before further action on the DR can be taken. Normally a "G" case will be used for funding this effort. When case funds are made available, the investigative activity will process the DR in accordance with this chapter and standard USAF procedures and will advise the TCP/IEMP of the investigation results.

NOTE

For exhibit requests pertaining to DRs of an emergency/urgent nature (loss of life, injury to personnel, aircraft fleet grounding, etc), Teardown Deficiency Report (TDR) funding approval and funds cite should be obtained by telephone (confirmed by message or letter) to facilitate the expeditious processing, shipping, and analysis of the exhibit.

5-7.2 When a country is requested to submit an exhibit, to be used in the DR analysis, the following applies.

5-7.2.1 Charges for transportation of the exhibit will be paid by the country.

5-7.2.2 Disposition instructions for the exhibit (return as-is, repair, or condemn) will be recorded on DD Form 1348-1 in block DD, and on DD Form 2332. Failure to provide timely disposition instructions delay the investigation process.

5-7.2.3 If an exhibit (nonconsumable) is in a condemned condition after completion of the investigation, and the country has not previously provided specific disposition instructions, the country will be contacted for disposition instructions. If other than routine disposition of the condemned exhibit is requested by the country, transportation charges will be funded by the country. Exhibits that are serviceable or repairable after analysis will be processed in accordance with the country(s) instructions as specified in their message, on DD Form 1348-1 and DD Form 2332.

5-7.2.4 If as a result of the investigation, the USAF or contractor accepts responsibility for a deficiency, attempts will be made by the action/support point to have the materiel repaired/replaced.

Table 5-3. Deficiency Reporting for TCP/IEMP Programs

If a condition or defect exists that:	Submit a:	Within:
may cause death, severe injury, severe illness, occupation illness or; may cause major loss or damage to equipment or a weapon system, or; is a report required for tracking by agreement of the SM/IM/EIM and the using country, or; is a report submitted which is known or suspected to be the cause in AF mishaps caused by design, malfunction, material, quality, or software, or; is a report with High Accident Potential (HAP).	CAT I DR	72 hours
is found during installation, functional test, visual inspection before test, or; is attributable to errors in workmanship, nonconforming material, drawing specifications or standards, other technical requirements, or; is found during initial acceptance inspection (critical or major defects only), or; is an error in the statement of instructions which comprise a computer system. Is related to computer programs or software, or; is required for tracking by agreement of the SMIIM/EIM and the FMS using command HQ DR single point of contact office.	MISHAP CAT I	72 hours
	CAT II DR	30 calendar days

## 5-8 REQUIREMENTS/RESPONSIBILITIES.

5-8.1 The following details the requirements and responsibilities of each participant in the DR investigative process. TCP/IEMP participating countries should see figure 5-1, for an overview of each agency's tasks. To avoid repetition, only the requirements/responsibilities unique to TCP/IEMP DR processing have been identified in this chapter. Only the procedures identified herein supersede standard USAF DR procedures specified in the other chapters of this technical order.

### 5-8.2 The Originating Point:

#### 5-8.2.1 Discovers and Identifies Defect.

#### NOTE

DO NOT DISASSEMBLE OR TAMPER WITH THE EXHIBIT. Any DR exhibit received for evaluation that has been tampered with may prevent the investigation from being accomplished.

#### 5-8.2.2 Prepares a Draft Report (see figure 5-3).

#### NOTE

The DR originating point shall use the ORIGINATOR WORKSHEET (figure 5-3), as a worksheet in drafting the DR.

5-8.2.3 Tags exhibit with a DD Form 1575, figure 5-6 in the condition code block of the DD Form 1575, enter "Q." Use of other 1500-series tag (yellow, green, red) may result in exhibit misrouting. Ammunition

items will be placed in condition code "J." Secures the exhibit and place in a controlled area to preclude unauthorized return of the exhibits to the production, maintenance, or operational area.

NOTE

Exhibits will not be shipped or hand carried prior to the receipt of disposition instructions unless otherwise directed by the contact point.

5-8.2.4 Forwards draft report (and exhibit if possible) to the screening point within two workdays for a CAT I DR or 13 days for a CAT II DR.

NOTE

For Test Measurement and Diagnostic Equipment (TMDE) deficiencies (Formerly PME), if the discoverer of the deficiency is not the owner of the equipment, the originating point will tag the exhibit with a completed DD Form 1575 (brown tag) and prepare a draft DR. The equipment and documents will be returned the owning organization who will in turn submit the DR.

5-8.3 Screening Point. The screening point is an office within the DR originating country. The screening point:

5-8.3.1 Reviews reports to assure they are valid, complete, accurate, and properly addresses, assigns RCNS; ensures proper marking and handling of exhibits; transmits reports to the appropriate TCP/ IEMP contact point; monitors outstanding reports; and acts as the focal point for communications/ interaction with the TCP/IEMP contact point.

NOTE

The Chief of Maintenance and/or the Chief of Quality Control (or equivalent authority) will review and validate all reports to ensure they are the correct report type/category and are routed correctly. For TMDE DRs, the Chief of the Quality Control within the organization/owning organization may certify that DR reports are valid.

5-8.3.2 Assigns a Report Control Number.

5-8.3.3 Prepares final report in message format using the format as prescribed in figure 5-2 and forwards the report to the TCP/IEMP contact point. CAT I DRs must be submitted by message with an assigned precedence of priority within 72 hours after discovery of the deficiency. The subject of the message will be CAT I Deficiency Report. CAT II DR reports may be submitted with an assigned precedence of routine by message or letter (using the format prescribed in figure 5-2), within 30 calendar days after discovery of the deficiency. The subject of the message will be: CAT II Deficiency Report.

5-8.3.4 Processes Exhibit and Documents. Determine if the exhibit will be locally repaired, if the repair is within the normal capability of the organization originating the DR. Do not attempt to repair exhibits for DRs unless authorized by the TCP/IEMP contact point. If exhibit repair is not attempted, complete blocks 1 through 10 of the DD Forms 2332 IAW table 5-6. If the DR is unclassified, ensure that two copies of the DD Form 2332 and two copies of the printed DR are turned in with the exhibit to the exhibit holding/shipping activity for a maximum of 60 days unless instructed otherwise by the TCP/ IEMP contact point.

5-8.3.5 Receives TCP/IEMP Contact Point Replies.

5-8.3.6 Processes Exhibit as Directed by TCP/IEMP Contact Point.

5-8.4 DR Routing Procedures. All DRs will be routed to the appropriate TCP/IEMP contact point as identified in tables 5-1 and 5-2. CAT I and MishapDRs will be submitted by a priority precedence. CAT II DRs may be submitted by routine precedence. DRs that contain classified information must be transmitted by secure communications network. Handle reports containing such information IAW, AFH 31-405. The following information is provided to assist the screening point in determining the receiving addresses:

5-8.4.1 Action Copy. The message/letter will be addressed to the applicable TCP/IEMP as identified in tables 5-1 and 5-2.

5-8.4.2 Information Copy. Information copies of the DR will be as an information addressee to the SPD, IM, or EIM of the end item or system on which the deficient item is installed.

5-8.4.3 Mishap CAT I DR. The Mishap CAT I DR will be routed to the applicable TCP/IEMP as identified in tables 5-1 and 5-2 (info the ALC SPD). The ALC SPD maintenance engineering management assignments are found in the Workload Mission Assignment System D086 at [https:// www.msg.wpafb.af.mil/d086/a](https://www.msg.wpafb.af.mil/d086/a), table 1. Additional addressees for Mishap CAT I DRs are those prescribed in AFI 91-204. The SPD is responsible for the resolution of a Mishap CAT I DR and the necessary collaboration with the IM who is responsible for the deficient item and other support agencies.

5-8.4.4 Repeat Deficiency Report Routing. Repeat reports will be routed to the same addressees that received the original report and to any addressees which are later identified as requiring the report information. A new report control number will be assigned to the report and it will be identified as a "Repeat DR" in the subject of the message/letter. If the circumstances of the deficiency were significantly different from previous reports or, if additional facts or details have been revealed during local investigation, include a short narrative or brief summary of the new facts.

5-8.4.5 Support Data. Related data which cannot be submitted by message such as photographs, graphics, etc, will be submitted by mail. Ensure that the DR control number and mishap control number (if applicable) are identified on any support data mailed.

#### NOTE

Submission of a Mishap CAT I DR will not be delayed while awaiting the transmittal of the AFI 91-204 mishap message.

5-8.5 Contact Point. The contact point for TCP/IEMP participants will be the applicable TCG/IEMP. (Contact point addresses for TCG/IEMP DRs are contained in tables 5-1 and 5-2.) The TCP/IEMP contact point receives the report, determines the responsible organization which will investigate/monitor the deficiency, assigns internal tracking number and enters into a control log. If applicable, inputs the data into the DB30 INFOCEN/ASE data base, and forwards the report to the appropriate action/support point. Initiate request for action/support point assistance as required. Acknowledge receipt and provide exhibit disposition instructions to the exhibit holding activity within five calendar days for CAT I DRs or 15 calendar days for CAT II DRs. If interim exhibit disposition instructions are furnished, the holding activity will be given a projected date for final disposition instructions.

5-8.5.1 Retains Internal Responsibility for those DRs Forwarded or Investigation. When misrouted DRs are received, transfer the DR to the responsible contact/action point as soon as possible, but not later than two workdays for CAT I DRs or five workdays for CAT II DRs. Ensure addressees are notified of transfer. Monitor the deficiency investigation which is conducted by the support point. Review all investigation reports. Be sensitive to other deficiencies uncovered during the investigation and initiate further action as required. Finalize investigation report of DR and provide the FMS country with closing action accordingly. Alert FMS countries screen activities as appropriate of suspect material.

5-8.6 Action Point. The action point receives the DR. The action point will provide an interim or final response to the TCP/IEMP contact point within two calendar days for a CAT I DR or 15 calendar days for CAT II DR. The action point requests a technical evaluation by a support point to determine: whether the noted condition matches the DR data; type of additional data needed to evaluate the condition; whether further investigation is needed for resolution; course of subsequent investigation and whether FMS funding is required for the investigation. Review the report to make sure it is correctly categorized and meets the requirements of this TO. If not, negotiate with the TCG/IEMP contact point before downgrading the report. DRs received from FMS will be submitted via manual methods (message), acknowledgments and exhibit disposition instructions will be by message or letter, to the TCP/IEMP contact point. Input manual DRs into the INFOCEN/ASE data base. Update the INFOCEN/ASE data base with all actions accordingly. Review all investigation reports and initiate appropriate corrective actions.

#### NOTE

To facilitate the tracking of TCP/IEMP exhibits, the HQ AFSAC Supply Discrepancy Report (SDR) Office must be furnished a copy of the exhibit request message and must be an INFO addressee on all correspondence until completion of the investigation and the appropriate disposition of the exhibit.

MAIL ADDRESS:

HQ AFSAC/SDR  
5490 Pearson Rd  
Wright Patterson AFB OH 45433-5332

MESSAGE ADDRESS:

HQ AFSAC WRIGHT PATTERSON AFB  
OH// SDR//

NOTE

Disposition instructions are required for all DR exhibits whether they are required for the evaluation of the problem involved or to be processed in accordance with their condition.

5-8.7 Support Point. The support point (ALC/Contractor) performs the investigation of the report if requested by action point, and provides exhibit disposition instructions, monthly updates and investigation results to the action point. Support points will "INFO" all other known "INFO" address ees on the original DR when communicating with the action point regarding any aspect of the investigation, delays, progress, reports and investigation completion. Upon completion of analysis, process exhibit according to instructions on DD Form 2332, i.e., repair, return, or condemn.

5-9 EXHIBIT PROCESSING.

5-9.1 The procedures outlined within this chapter are unique to the processing of exhibits submitted by TCP/IEMP participants. If the exhibit is required for the deficiency analysis, the exhibit holding activity will ship the exhibit and the TCP/ IEMP contact/action point will acknowledge receipt. If the exhibit is not required, the screening point will process the exhibit according to its condition.

NOTE

Only those specific procedures contained within this chapter which pertains to TCP/IEMP exhibits processing time frames, special exhibit handling, processing instructions, and exhibit disposition instructions after analysis, shall supersede standard USAF procedures.

5-9.2 The action/support point, as applicable, will determine if an exhibit is required. If not needed, the support point will advise the action point. If the exhibit is required, the contact/action point will:

5-9.2.1 Prepare an AFMC Form 206, TEMPORARY JOB ORDER, if a USAF organization is to perform the analysis. Include the country's exhibit disposition instructions on the AFMC Form 206. The appropriate TCP/IEMP will provide funding information if funding is required. The appropriate agency will provide the required instrument (SOW and/or purchase request, etc) if a contractor is to perform the analysis.

5-9.2.2 Ensure the Teardown Deficiency Report (TDR) investigative activity has the capability of completing the work in a reasonable amount of time. Upon receipt of the exhibit, an emergency TDR analysis should be completed within five workdays, an urgent TDR analysis within 10 workdays and a routine TDR analysis within 30 workdays.

NOTE

The exhibit requester must ensure that the analysis can be performed in a timely manner before requesting the exhibit.

5-9.2.3 Obtain a Cost Estimate for the TDR and the Exhibit Repair, if Applicable. Obtain fund cites or TDR and exhibit repair, if applicable. The investigative activity will make a determination as to the requirement for funding of the DR investigation (either USAF or country). DR investigations will be funded based on the instructions prescribed in paragraph 5-6.

5-9.2.4 Critical Item and Engine/Engine Module DR Exhibit Instructions. Action points will furnish special handling procedures for critical items and engines/engine modules as prescribed in AFMAN 23-110, volume 1, part 2, chapter 3, to assure that they are processed quickly.

5-9.2.5 The support point will forward the exhibit request information, funding requirements, and the request for information, pertaining to exhibit disposition after completion of the TDR analysis, to the applicable TCP/IEMP who will forward it to the country and info HQ AFSAC/ SDR.

NOTE

The contact and action point will establish (INFOCEN/ASE) record capability for tracking progress on each DR exhibit. This capability will track the exact status of the DR exhibit from the time the disposition instructions are furnished to the screening point, until the final exhibit analysis is completed and the asset is processed as specified by the country.

5-9.2.6 The TCP/IEMP will initiate follow-up action of the country's notice of exhibit shipment message, or the exhibit itself, is not received within 25 days as requested in the exhibit requester's message.

5-9.2.7 The TCP/IEMP will initiate a second followup, requesting exhibit status and tracer action if a response/exhibit is not received within 25 days of the first follow-up action.

5-9.2.8 When an exhibit is absolutely mandatory for further problem investigation and every effort to get one has been unsuccessful, the DR investigation will be concluded. If the DR is being controlled under the MIP system the MIP will be closed. The DR will be retained as historical data to be used in support of future deficiency investigation requirements.

5-9.3 The screening point, upon receipt of exhibit disposition instructions, will:

5-9.3.1 If the exhibit is not needed, process the exhibit according to its condition.

5-9.3.2 If the exhibit is required, instruct the exhibit holding activity to:

5-9.3.2.1 Prepare the DD Form 1348-1, DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT, IAW AFMAN 23-110V9, Disposition instructions for the exhibit (return as is, repair or condemn) will be recorded on the DD Form 1348-1 in block DD and on the DD Form 2332. A copy of the completed forms must be forwarded to the contact/action point for tracking purposes. The DD Form 1348-1 will be clearly marked "FMS EXHIBIT PLACE IN USAF SUPPLY," CONDITION CODE "Q." Mark the shipping container with the name, address, special instructions provided in the disposition instructions and extension of the individual in the investigating organization to be contacted upon receipt of the exhibit. Also, include, the document number of the original requisition, case numbers for the exhibit being returned to a contractor. Ensure that the DD Form 1348-1 contains the words "OPEN IN THE PRESENCE OF A US GOVERNMENT REPRESENTATIVE."

NOTE

Failure to make the required entries to DD Form 1348-1 may result in the loss of the exhibit and subsequent denial of any reimbursement request resulting from the lost exhibit. For CAT I DRs the DD Form 1348-1 shall have QR in card column (i) 57-59. Block D of the DD Form 1348-1 shall contain "PACER PUSH." Block DD of the DD Form 1348-1 shall contain "CAT I DR exhibit." The outside of the shipping container shall have words "PACER PUSH" stenciled in letters at least one inch high on two sides.

5-9.3.2.2 Package, Tag, and Process the Exhibit. When releasing or shipping the exhibit, the holding activity will: complete blocks 7, 11, and 12 of the DD Form 2332 and attach to the exhibit using the information in the disposition instructions. Attach an envelope containing a printed copy of the DR to the DD Form 2332. This copy of the DD Form 2332 will be packed with the DR. Assure that all tags, markings and other documentation not related to the present condition of the exhibit are removed.

5-9.3.2.3 Complete a second DD Form 2332 and attach it to the shipping container near the identification markings, with a copy of the DR. When the exhibit is stored outside, the DD Form should be enclosed in a clear plastic envelope with the front of the Form visible. In the "REMARKS" block of the release (shipping) document, enter "DR EXHIBIT." Following the phrase, enter the DR RCN (block 1 of the DD Form 2332) and the MIP number provided in the disposition instructions, if applicable.

5-9.3.2.4 Ship the Exhibit by Expedite Methods. When using the DoD 4500.32R, CAT I DR exhibits are shipped using supply priority 03, with a "999" (denoting expedite transportation) in the RDD (card column 62-64) field. For CAT II DR exhibits, the urgency of need for the exhibit should be considered. If the exhibit

requires expedite transportation, assign supply priority 06, with a "777 " in the RDD field. If routine transportation is acceptable, assign a supply priority 06, with the RDD field blank (routine transportation). (Reference AFMAN 23-110, volume 1, part 1, chapter 24, and AFMAN 23-110, volume 1, part 2, chapter 3.) The shipping charges to and from the country will be at country expense.

NOTE

When exhibit disposition instructions are provided to the country, they must be asked to provide final disposition instructions for the exhibit after completion of the analysis, failure to provide disposition instructions may delay the investigation. After the TDR has been completed, the exhibit is to be disposed of accordingly.

5-9.3.3 After the exhibit has been shipped, the screening point will notify the TCP/IEMP contact/action point, support point (if applicable), and HQ AFSAC/SDR of the shipment date, method of shipment, priority, DR RCN, NSN, method of shipment, MIP number, if applicable, and the final disposition instructions for the exhibit. This information will be forwarded within:

5-9.3.3.1 Seventy-two hours for an exhibit pertaining to a CAT I DR, or;

5-9.3.3.2 Five calendar days for an exhibit pertaining to a CAT II DR.

5-9.3.4 Within 48 hours of shipment, the country must forward a copy of the release (shipping) document to the TCP/IEMP contact/action point.

NOTE

The exhibit requester will initiate follow-up action if notification of exhibit shipment is not received within 25 days of exhibit request.

5-9.4 If an Air Logistic Center (ALC) receiving and storage activity receives the exhibit, they will immediately screen off-base receipt documents to determine activity to receive the exhibit. Fill out the proper forms for off-base receipts, enter code "Q" ("J" for ammunition items) and input to the D035 and accountable system. Upon arrival of the exhibit immediately notify the organization and individual ordering the exhibit and enter the receipt information in the appropriate data base. Telephone notification may be used upon receipt of CAT I DR exhibits and must be immediately followed up by electronic mail. Keep a record of time, date, name of person to whom receipt of exhibit is reported.

NOTE

Upon notification of exhibit receipt from ALC receiving and storage activity the action/support point will obtain the exhibit from the exhibit storage organization and ensure the exhibit remains in a "as received" condition (crated and boxed) until released for TDR. The investigator will ensure that a copy of the DD Form 1348-1, signed by a USG representative, is forwarded to the TCP/IEMP contact point and HQ AFSAC/ SDR. USAF liability for the material begins when an authorized DoD representative signs for the exhibit. The DD Form 1348-1, 1575, and 2332 must remain with the exhibit throughout the entire investigation process and until final exhibit disposition.

5-9.4.1 If the exhibit is not called for within five workdays, the ALC receiving and storage activity will follow-up with notification to the addressee.

5-9.4.2 ALC receiving and storage activity will hold the exhibit for a maximum of 30 days (unless instructed otherwise), and then process the exhibit as specified by the country.



## NOTE

- It is the policy of the DR system to only request exhibits when absolutely necessary. An exhibit TDR, quality analysis and item analysis will be performed only when there is a significant possibility of benefit to the country.
- If upon receipt of the exhibit, it appears to have been altered (at-tempted disassembly and/or repair, damaged in shipment, or tampered with in any way), progress on the project will be discontinued and the initiator of the TDR request will be contacted to determine the need for continuation of the project.

5-9.5 The analysis activity is the maintenance organization, contractor, etc, who performs the investigation.

5-9.5.1 The analysis activity will provide the investigation results to the applicable TCP/IEMP who will advise the country and HQ AFSAC/SDR of investigation results.

5-9.5.2 If as a result of the investigation, the USAF or a contractor accepts responsibility for the deficiency, efforts will be made by the action point to have the material repaired or replaced.

5-9.5.3 If the USAF or contractor does not accept responsibility for the deficiency, the exhibit will be processed according to the country's instructions on the DD Form 1348-1, block DD and/or as indicated on the DD Form 2332, condemn, return exhibit to country in an "as is" condition or repair/replace the item.

5-9.5.3.1 Repair/Replace the Item. Items suitable for repair will normally be turned in and processed under the Cooperative Logistics Agreements as identified in AFMAN 23-110V9. If the country desires the repair and return of the same item, the procedures under the Defined Order Maintenance Case Repair/Return provisions in AFMAN 23-110V9.

5-9.5.3.2 Organic resources may be used to do the repair when excess organic repair capability is available for serially controlled items. In all other cases, a contractor will accomplish the repair.

5-9.5.3.3 Repair/Return Items Require the Use of Unique Delivery Term Codes (DTC) to Effect Transportation to and from Repair Activities. These DTCs are shown in AFMAN 23-110V9. The codes are used by HQ AFSAC case managers in preparing repair/return LOA and are mentioned here for the use of TCP/IEMP customers, and for the information of ALC personnel.

5-9.5.3.4 Repair and return is the only procedure for repair of hazardous, classified, or dangerous items. Use of the Defense Transportation System (DTS) may be necessary for transporting them. TCP/IEMP participating countries should be especially careful in making transportation arrangements for these items to ensure security and safety.

## NOTE

Funding for the exhibit repair, if applicable, shall be obtained prior to submission of the exhibit request to the country to prevent delays and the possible inadvertent loss of the exhibit to the USAF supply system.

5-9.6 If upon completion of the TDR/repair the exhibit is to be returned to the country, the following applies:

5-9.6.1 If an ALC maintenance organization has performed the TDR/repair, they will prepare the DD Form 1348-1 using the information that the exhibit was originally shipped on (refer to original DD Form 1348-1), and forward the exhibit and supporting documents to the appropriate ALC receiving and storage activity for return shipment to the country.

5-9.6.2 If a contractor has performed the TDR/repair, they will prepare a DD Form 250, if appropriate, and return the materiel to the applicable ALC, the county's freight forwarder, or directly to the country, as applicable.

## 5-10 SUPPLY DISCREPANCY REPORT SUBMISSION AND INVESTIGATION.

5-10.1 FMS customers submit SDRs to get possible financial adjustment, disposition instructions for discrepant material, or for information. As a general rule, SDRs are not submitted for replacement of material. However, the replacement/repair of material is an option available to the Item Manager (IM),

Systems Program Manager (SPM), or the contractor when this is the most reasonable option. The SF 364 or SDR is the form on which FMS customers report material discrepancies and/or product quality deficiencies.

5-10.2 FMS customers submit the SF Form 364, which becomes the source document for possible financial adjustments, disposition instructions, or information, to the International Logistics Control Office (ILCO), AFSAC/ SDR, Wright-Patterson AFB, OH.

5-10.3 SDRs for FMS shipments must be received by the ILCO not later than one year from the date of shipment or initial billing except in the case where the discrepancy is due to a latent defect (one which existed at the time of acceptance, but would not have been discovered by a reasonable inspection). In addition, the defect is not visible upon receipt inspection of the material or the material cannot be opened or tested until at time of installation without causing deterioration.

5-10.4 SDRs of less than \$200.00 will not be processed for overages, shortages, damages or nonreceipt. All other SDRs will be processed.

5-10.5 Credits or debits, as a result of SDR processing are applied to the proper FMS case or to the FMS customer's trust fund if the case is closed.

5-10.6 AFSAC/SDR personnel, upon receipt of a SDR and entry of the data into the SDR database, will initiate coordination with the Item Manager (IM) of the discrepant part or component. IM coordination is to determine whether an existing warranty is still in force.

5-10.7 General processing procedures as outlined in AFM 67-1, volume IX, section K and AFJI16-106 will be forwarded.

5-10.8 Countries not participating in a TCP/IEMP may submit deficiencies as a SDR IAW AFJI 16-106, AFMAN 16-101 and AFMAN 23-110V9.

5-10.9 All correspondence relating to the deficiency shall include the following: a) Equipment nomenclature, Mission Design Series (MDS)/Type Model Series (TMS) of the Weapons System and the End Item Serial Number. b) National Stock Number (NSN). c) Concise, chronological description of facts and circumstances leading to the problem. d) Technical information, T.O., figure and index of the deficient item. e) SDR number if applicable.

5-10.10 The SPD should flow down the reported deficiency to the action point for possible investigation and resolution in a timely manner. The SPD is responsible for the evaluation of the reported deficiency and the necessary collaboration with the IM who is responsible for the deficient item.

## 5-11 GENERAL INFORMATION.

5-11.1 Several areas of concern must be given special attention to ensure the DR system works. They are:

5-11.1.1 Timelines. The suspenses must be met to ensure deficiencies, especially CAT I DRs, are reported, investigated, and corrected as soon as possible.

5-11.1.2 Exhibit Status. Exhibits must be carefully tracked and controlled throughout the supply system to guard against loss and to ensure that resources are not needlessly tied up in storage areas. Special attention must be given to ensure that when exhibits are forwarded to contractors or other agencies, the exhibits are accounted for when no longer needed for the deficiency investigation.

5-11.1.3 Deficiency Tracking. Deficiencies must be recorded and tracked through the DR data processing system to ensure similar deficiencies are correlated and trends are recognized.

5-11.1.4 All FMS DRs will be entered into appropriate INFOCEN/ASE data base.

5-11.1.5 DR Correspondence. All correspondence relating to a specific DR will include the following.

5-11.1.6 Report Control Number (RCN).

5-11.1.7 Equipment, Nomenclature, Mission Design Series (MDS)/Type Model Series (TMS) of the Weapons System, and the End Item Serial Number.

5-11.1.8 National Stock Number (NSN). National Stock Number (NSN).

5-11.1.9 Work Unit Code (WUC) of Deficient Item.

5-11.1.10 MIP Number and Priority, if applicable.

5-11.1.11 Mishap Number, if applicable.

## 5-12 CLOSED REPORTS.

5-12.1 A DR is considered closed if not involved in resolution of disagreement proceedings as described below and either of the following conditions are met:

5-12.1.1 When the results of DR investigation cause a configuration change (either hardware or software), the DR will be closed when the proposed solution has been approved by the SPD and a determination has been made that verification is not required.

5-12.1.2 If the DR investigation results only require a change to technical data, the DR will be closed when the Publication Change Request has been approved and forwarded to the Publication Functional Office.

5-12.1.3 When the DR investigation results in a quality problem being identified, corrective action has been initiated and stock screening and/or removal and replacement action has been started, if required.

5-12.1.4 Corrective action cannot be justified (due to cost restraints, life cycle, or operational constraints) or if not required, (low risk).

5-12.1.5 The DR is combined with another open DR.

5-12.1.6 When the investigation depends upon the availability of an exhibit and it is not received or is unavailable.

5-12.1.7 When a contractor change has been initiated and the change is approved by the SPD.

## 5-13 RESOLUTION OF DISAGREEMENTS.

5-13.1 Countries May Nonconcur with DR Closure. The nonconcurring country must provide complete rationale and supporting documentation to the TCP/IEMP. Every effort will be made to resolve the nonconcurrency with the closing action. Every effort is made to resolve disagreements at the lowest possible level. When significant disagreement remains after the rebuttal, the DR will remain open and be elevated, as necessary to the next management level for resolution.

Table 5-4. TCP/IEMP Participant DR Processing

Originator	Originating Point	TCP/IEMP Contact/Action Point	Support Point
<p>1. Discovers Defect.</p> <p>2. Prepares Draft Report.</p> <p>a. CAT I DR within 12 hrs after discovery of the deficiency.</p> <p>b. CAT II DR within 13 calendar days after discovery of the deficiency.</p> <p>3. Tags and secures exhibit (attaches completed DD Form 1575 and DD Form 2332).</p> <p>4. Forwards exhibit (if possible) and draft report to screening point.</p>	<p>1. Certifies validity, completeness, and accuracy of DR, DD Form 1575, and DD Form 2332.</p> <p>2. Assigns RCN Control Numbers, finalizes report, and processes exhibit documentation (DD Form 2332 and DD Form 1575)</p> <p>2A. Forwards report to TCP/IEMP contact/action point CAT I DR 72 hrs, CAT II DR 30 days from date of discovery.</p> <p>3. Holds exhibit at least 60 days pending exhibit disposition instructions.</p> <p>4. Receives TCP/IEMP contact/action point replies.</p> <p>5. If exhibit is required prepares DD Form 1348-1, ships exhibit, notifies TCP/IEMP contact point/action point, and HQ AFSAC/SDR of the shipment date.</p>	<p>1. Receives DR.</p> <p>2. Determines who will perform/support the investigation.</p> <p>3. Request support point assistance, assigns TCP/IEMP tracking number, if applicable, inputs data into INFOCEN.</p> <p>4. Acknowledge receipt of DR to country. (Five days CAT I, 15 days CAT II.)</p> <p>5. Monitors investigation progress.</p>	<p>1. Performs investigation if requested.</p> <p>2. Provides exhibit disposition instructions to TCP/IEMP contact/action point.</p> <p>3. Provides status to ECP/IEMP contact/action point as significant events occur.</p> <p>4. Accomplishes TDR and reports results to TCP/IEMP contact/action point</p> <p>5. Upon completion of analysis, processes exhibit according to instructions on DD Form 2332, i.e., repair, return, or condemn.</p>

Table 5-4. TCP/IEMP Participant DR Processing

Originator	Originating Point	TCP/IEMP Contact/Action Point	Support Point
		<p>6. Furnishes exhibit disposition instructions. If exhibit required, forwards exhibit disposition instructions to:</p> <ul style="list-style-type: none"> <li>a. Screening Point</li> <li>b. HQ AFSAC/SDR.</li> </ul> <p>7. Acknowledges receipt of exhibit.</p> <p>8. Receives and provides interim and/or final response to screening point.</p> <p>9. Provides status reports, at least every 60 days.</p>	

Table 5-5. How to Complete a TCP/IEMP Participant Deficiency Report

IN BLOCK	ENTER
<p>Draft the report in the following message format. If an entry is not applicable to the condition being reported, enter "N/A" or "UNK." Entries which are unique to vehicles or software will be preceded by (vehicle) or (software).</p> <p>1. FROM</p> <p>2. TO</p> <p>SUBJECT:</p>	<p>The address of the originating activity's screening point.</p> <p>The action point address to whom the report is being submitted. (Reference tables 5-1 or 5-2.)</p> <p>a. FIRST PART. As applicable, enter:</p> <ul style="list-style-type: none"> <li>(1) CAT I DR</li> <li>(2) MISHAP CAT I DR</li> <li>(3) CAT II DR</li> </ul> <p>b. SECOND PART. Enter for source selection sensitive information Source Selection Sensitive: Protection required IAW AFFARS appendix AA and BB. Will be a two digit calendar year identifier followed by a four digit sequence number. The third part will be the alphanumeric description assigned the activity in parenthesis. Example: Aircraft, SZOOF5 91-0001 12FTW. Engine SZOJ85 91-0001 12FTW (reference table 5-5).</p> <p>c. THIRD PART. If reporting the results of an initial acceptance inspection of an aircraft, aircraft engine, or engine modular, then enter "INITIAL ACCEPT INSPECTION." Otherwise enter a brief descriptive title of the condition (such as "INADEQUATE ACCESS TO ARMAMENT Control Panel", etc).</p>
<p>REPORT CONTROL NUMBER (RCN)</p>	<p>The screening point assigns a unique alpha-numeric RCN constructed as follows:</p> <p>a. Enter the RCN consisting of three parts. The first part will be the alpha-numeric assigned to the country and type, model, series, (TMS) of the major weapon system, (six digit). The second part followed by a four digit sequence number. The third part will be the alpha-numeric description assigned the activity in parenthesis. Example: Aircraft, SZOOF5 91-0001 12 FTW. Engine SZOJ85 91-0001 12FTW (reference table 5-5).</p> <p>b. RCNs for contractor submitted DRs will begin with a zero (0) followed by the applicable commercial and government entity code (CAGE) (see H4/H8), followed by a two digit calendar year identifier and a four digit sequence number starting with 0001 (e.g., 053862 87 0001).</p> <p>c. Combined mishap-DRs and DRs submitted as a direct result of Class AFI 91-204 Mishap number in parentheses following the normal RCN. Example: FK5587 86-0139 117TFW (Class C Flight Mishap Preliminary Report/Final Report F-111F 86 -12 -07, 48TFW-48)</p>

Table 5-5. How to Complete a TCP/IEMP Participant Deficiency Report - Continued

IN BLOCK	ENTER
4. DATE DEFICIENCY DISCOVERED (D DEF DISC)	The year, month, and day the defect was discovered. The year, month, and day are separated by dashes. Example: 1993-09-10. This date is when objective analysis has confirmed there is reportable condition. For Mishap DRs or date (at the time of the mishap) as indicated above, whether dawn, dusk, or night. For software/firmware enter the date the discrepancy occurred. If time is significant, enter GMT time.
5. NATIONAL STOCK NUMBER (NSN)	The NSN and the applicable materiel management (Reference Workload Mission Assignment System D086 at <a href="https://www.msg.wpafb.af.mil/d086/">https://www.msg.wpafb.af.mil/d086/</a> ). If no stock number is assigned enter "NSL." Use the NSN of the TCTO or when reporting deficiencies on nonstock listed parts in a TCTO or repair kit. For software deficiencies enter the Computer Software Identification Number (CSIN); or, if no CSIN is assigned, enter "See Manufacturer's part number." For firmware, if CPIN is known, identify. Verify whether NSN is listed in TO 00-11ON-16. If listed in TO 00-11ON-16, reporting under AFI 91-204 may be required. Multiple NSNs may be entered into block 22j.
6. NOMENCLATURE (NOM)	The noun of the item for which the report is being submitted. If the item has a WUC assigned, use the noun shown in the WUC manual. If not, consult the Illustrated Parts Breakdown TO and/or the item data plate. Software DRs should provide the nomenclature of the affected programmable hardware. If the program involves more than one readily identifiable equipment or system, multiple entries will be made. Deficiencies in software documentation should identify the document and discrepant paragraphs, sections, etc, in each document.
7. MANUFACTURER	The name of the manufacturer, the maintenance contractor, or Government activity which last repaired or overhauled the deficient item. For motor vehicles or components thereof, enter the name of the manufacturer of the vehicle or component, as appropriate. If unknown, enter "UNK."
7b. MANUFACTURER'S CODE	Code of the manufacturer as listed in Cataloging Handbook H4-1 (Name to code), Commercial and Government Entity (CAGE) Code (United States and Canada). If unknown, enter "UNK."
7c. SHIPPER, CITY AND STATE	When the shipper of an item is different from the manufacturer, also include the shipper's or supplier's name.

Table 5-5. How to Complete a TCP/IEMP Participant Deficiency Report - Continued

IN BLOCK	ENTER
8. MANUFACTURER'S PART (MFR PN)	The manufacturer's complete part number of the deficient item. Consult the Illustrated Parts Breakdown TO, supply publication or similar source to ensure correct identification of the item. For software DRs, if a contractor's identification number is associated with a computer program, it should be provided. For software, identify the version number and patches used.
9. SERIAL, LOT, BATCH NUMBER (SER, LOT, BATCH NR)	The complete serial number of the reported item if available. For Air Munitions (FSG-13), Petroleum Products and Liquid Propellants (FSG-9100), and Chemicals and Compressed Gases (FSG-6800), include lot number and date of manufacture. For software DRs, identify media (magnetic tape, disc firmware, etc) or TO. Indicate which data elements are being provided by preceding it with the appropriate abbreviation followed by a colon (i.e., SER: LM 38-0026).
10a. CONTRACT NUMBER	The contract number may be obtained from historical records, serviceable tag, manufacturer's label or container (package) label accompanying item, etc. If unknown, enter "UNK." NOTE: Do not use a local base supply document number.
10b. PURCHASE ORDER NUMBER	Enter these numbers or any other available transportation document number in lieu of the GBI. Such numbers appear on the container, purchase document and/or the item. It is extremely helpful if these items are furnished when the material was supplied by GSA. If unknown, enter "UNK." NOTE: Do not use a local base supply document number.
10c. REQUISITION NUMBER	If unknown, leave blank.
10d. GBL NUMBER	If unknown, leave blank.
11. ITEM NEW, REPAIRED, OR OVERHAULED (NEW, RPR, OR OVHL)	New, rep, or ovhl, as appropriate. Refer to historical records, serviceable tags, etc, accompanying the item.
12. DATE MANUFACTURED, REPAIRED, OR OVERHAULED (D MFD, RPR, OR OVHL)	The year, month, and day. Separate year, month, and day with dashes. Example: 1993-06-15.



Table 5-5. How to Complete a TCP/IEMP Participant Deficiency Report - Continued

IN BLOCK	ENTER
13. OPERATING TIME AT FAILURE (OTF)	The time, events, or cycles (as applicable), materiel had been in service since new, repaired or overhauled. Type of measurement (i.e., calendar time, operating time, etc.) will be entered following the measured value. For software DRs, indicate the calendar days since the last revision/version of the program was installed in the hardware. For engines, include time since new (TSN), time since installed (TSI), and time since overhauled (TSO). When the item is an engine component tracked by an automated data system, enter flight hours or cycles at the last component initialization. Refer to historical records, time clock, counter, etc. Record all information available. For vehicles, include total operating miles/hours/kilometers.
14. GOVERNMENT FURNISHED MATERIAL (GFM)	Contractors will answer "YES" or "NO." FMS AF activities will answer "N/A."
15. QUANTITY (QTY)	The total number of items received in the lot, batch in which the condition was found, if known. Disregard the unit of issue.
15a. RECERVED (RECD)	The total number of items received in the lot batch in which the condition was found, if known. Disregard the unit of issue.
15b. INSPECTION (INSP)	The number of items inspected and type of inspection.
15c. DEFICIENT (DEF)	The number of items determined to be deficient as a result of the inspection.
15d. IN STOCK	Enter the quantity of materiel from the same manufacturer remaining in stock.
16. DEFICIENT ITEM WORKS ON OR WITH	
16a. END ITEM	The major weapon system Mission, Design, Series (MDS), IAW AFI 33-110, or Type, Model, Series (TMS), and Serial Number (SN). Vehicles: for ground C-3, enter the joint electronic type designator (JETD) and special number or TMS if non-JETD. Model, nomenclature, contract number, (require for prime vehicles and mounted equipment manufacture).
16b. NEXT HIGHER ASSEMBLY (NHA)	The national stock number, nomenclature, part number, and serial number of the NHA the item works on, as applicable. For software DRs, provide the NSN, nomenclature, part number, and serial number of the associated programmable hardware. For engines, when NHA is an engine component, provide engine serial number, engine flight hours/cycles.
17. UNIT COST (UN CST)	The US dollar value of the deficient item (per unit of issue). If unknown, enter "UNK."

Table 5-5. How to Complete a TCP/IEMP Participant Deficiency Report - Continued

IN BLOCK	ENTER
18. ESTIMATED REPAIR COST (EST REP COST)	Not required for FMS.
19a. ITEM UNDER WARRANTY	Yes, No, or unknown.
19b. EXPIRATION DATE	Provide expiration date of warranty if known.
20. WORK UNIT CODE (WUC)	The WUC of the item for which the DR is submitted. Refer to the applicable -06 technical order (aircraft, support equipment, munitions, etc). For software DRs, if a WUC is not available for specific item but there is one for the NHA, use the WUC of the NHA. For software deficiencies indicate the WUC of the programmable hardware. For vehicles, enter the appropriate system code prefixed with zero to complete a five digit field for the failed item.
21. EXHIBIT DISPOSITION (EXH DISP)	<p>The exhibit disposition will be one of the following:</p> <p>a. Holding exhibit until (enter a date which is a minimum of 60 calendar days after transmittal of the report).</p> <p>b. Released for Investigation: Enter the date, name, and organization of the individual from the TCP/IEMP contact/action point authorizing disposition of the exhibit and name and organization to whom released. Also, indicate the circumstances which led to this condition, the requirements of AFI 91-204. When the local investigation and analysis is part of an FMS Air Force mishap investigation for which a mishap report has not been submitted, provide a concise, chronological description of facts and circumstances leading to the mishap.</p> <p>c. Returned to stock or disposed of: Enter the information requested in item 21b above.</p> <p>d. Repaired.</p> <p>e. Shipped IAW warranty plan, if available, or TCP/IEMP contact/action point directions. (Use only with DR exhibits with block 19=yes).</p>
22a. CIRCUMSTANCES PRIOR TO	The facts and circumstances leading to the problem. For DIFFICULTY (CIR PRIOR a Mishap CAT I DR, the narrative should satisfy the TO DIFF requirements of AFI 91-204 , when local investigation and analysis is part of an FMS Air Force mishap investigation for which a mishap report has not been submitted, provide a concise, chronological description of facts and circumstances leading to the mishap.

Table 5-5. How to Complete a TCP/IEMP Participant Deficiency Report - Continued

IN BLOCK	ENTER
	<p data-bbox="1062 342 1130 367">NOTE</p> <p data-bbox="768 382 1430 674">For a Mishap related report, do not directly quote the conclusions and recommendations of the AFI 91-204 mishap investigators in blocks 22c and d. Sanitize all information gained through official safety messages. This information is privileged and may not be contained in reports which are not marked privileged as prescribed in AFI 91-204. Information relating to the deficiency involved in a mishap should be phrased to indicate that it is not a direct quote of the mishap investigation report.</p> <p data-bbox="160 690 672 783">22b. DESCRIPTION AND CAUSE OF DIFFICULTY (DESC AND CAUSE OF DIFF)</p> <p data-bbox="735 690 1406 751">a. A concise, chronological description of the difficulty and its cause.</p> <p data-bbox="735 804 1455 831">b. Satisfy the requirements of AFI 91-204 IAW 22a above.</p> <p data-bbox="735 852 1455 1037">c. For an Initial Acceptance Inspection of Aircraft, Aircraft Engine, or Aircraft Engine Module Report, list and consecutively number each defect under the appropriate heading, "CRITICAL DEFECTS" or "MINOR DEFECTS." Reference TO 00-20-1 for definitions. (See definitions in chapter 1 of this TO).</p> <p data-bbox="735 1058 1455 1625">d. For software/firmware DRs, include specific references to technical orders, specifications, software documentation, etc. Indicate the type of software process (development test, verification test, system build regression test, etc) being made when the failure occurred. Identify the software systems in execution with the faculty system and CSCI version in use. List all media required to recreate the problem, if you were using other information that might assist in determining the conditions surrounding the failure. State whether or not the condition is repeatable. When practical, also state for software whether the software processed successfully even with the condition, the category of work, the program and module status, changes made in the data base, the severity of the condition, condition analysis and number of errors that resulted, and number of previously successful software runs before the present run was reported.</p>

Table 5-5. How to Complete a TCP/IEMP Participant Deficiency Report - Continued

IN BLOCK	ENTER
22c. ACTION TAKEN AND/OR RECOMMENDED (ACT TAKEN OR RECM)	<p>This is the action taken to remedy the difficulty; to provide safety and security; and to prevent recurrence. Recommend a solution which in the originating points opinion will correct or assist in resolution of the stated problem. Identify the action agency for each recommendation. If there is no recommended solution, enter "NONE." Include data of value such as usage trends; conclusions based on an index; and other data which may support the report.</p> <p>a. For Mishap related reports, the narrative should satisfy the requirements of AFI 91-204.</p> <p>b. For an Initial Acceptance Inspection Aircraft, Aircraft Engine, or Engine Module Report, consecutively number each action taken and/or recommendation to correspond with the respective defect recorded in block 22b. If the exhibit is available, so state.</p>
22d. TECHNICAL INFORMATION (TECH INFO)	<p>For a DR, enter the TO, figure and index of the deficient item.</p>
	<p style="text-align: center;">NOTE</p> <p>For the mishap DR: enter in subparagraph format technical information prescribed in AFI 91-204.</p>
22e. TECHNICAL DATA DEFICIENCY (TECH DATA DEF)	<p>AFTO Form 22, TECHNICAL ORDER IMPROVEMENT REPORT AND REPLY, or AF Form 847, RECOMMENDATION FOR CHANGE OF PUBLICATION, Publication control number(s) and the technical order references), if technical data procedures contributed to the DR.</p>
22f. SUPPORT DATA MAILED	<p>Is a description of the support data mailed such as photographs, tags, labels, etc. Ensure the DR control number and mishap control number, if appropriate, are identified on any support data mailed under separate cover.</p> <p style="text-align: center;">NOTE</p> <p>For Jet Oil Analysis Program (JOAP) related DRs, include results of the last five JOAP readings on any oil wetted component. The SPM or IM ALC code prescribed in appendix F, column 2.</p>
22g. SINGLE MANAGER OR ITEM MANAGER ALC CODE (SPM OR ALC CODE)	<p>Not required for FMS.</p>
22h. STANDARD REPORTING DESIGNATOR (SRD)	<p>Not required for FMS.</p>
22i. COMMAND CODE (CMD CODE)	<p>Enter 22j.a and 22j.b for all DRs. Data prescribed by 22j.c are required only for DRs involving photographic supplies. If the exhibit is a critical item or MICAP, so indicate. For a mishap enter 22j.d.</p>

Table 5-5. How to Complete a TCP/IEMP Participant Deficiency Report - Continued

IN BLOCK	ENTER
22j. OTHER PERTINENT DATA	<p>a. DR EXHIBIT HOLDING ACTIVITY (DR EXH HOLD ACT): Enter the address and commercial duty telephone number of the DR exhibit holding activity.</p> <p>b. PERTINENT DATA (PERT DATA): When applicable, state whether, in the opinion of the initiator, the condition is attributable to: maintenance malpractice, lack of training, inadequate procedures, lack of adequate or reliable test or calibrating equipment, negligence, suspected test voids (e.g., unit passes all tests on automatic or manual test equipment but malfunctions when installed in aircraft or vice versa), design deficiencies, environment (e.g., vibration, temperature, altitude, sand distress, etc), poor quality processes or other factors which will support this report. Any secondary damage which occurred as a result of the failures as a result of such damage. If the deficiency was discovered as a result of a sampling plan, a statement to that effect should be included. Include a comment if the item is part of a TCTO kit. For software DRs, identify the facility where the problem was reported and the processor if the problem is on a computer or software program.</p> <p>c. PHOTOGRAPHIC SUPPLIES (PHOTO SUP): When photographic supplies are involved, include the following data:</p> <p>(1) Processing Data. Indicate manufacturer and type chemicals used, temperature of solutions, type of processor or equipment employed, and speed of the equipment during processing of the unsatisfactory film or paper.</p> <p>(2) Developer, Fixer, or other Chemical Used. Indicate date stamp, lot number, manufacturer, and any other applicable identifying data.</p> <p>(3) Film and Paper. Indicate the manufacturer, emulsion number, expiration date, and environmental conditions as far as known within the using activity. Specify the time period involved, and temperature and humidity conditions of storage prior to use where possible. Enter the serial number of the quality control inspection stamp, when available.</p> <p>d. AIRCREW FLYING DATA. For a mishap DR, this data should include technical information required by AFI 91-204.</p>

Table 5-5. How to Complete a TCP/IEMP Participant Deficiency Report - Continued

IN BLOCK	ENTER
22k. COGNIZANT OFFICIAL (COGN OFF)	The name(s), commercial duty phone number(s) of the individual(s) from the originating point and/or safety offices for the DRs. All queries concerning the DRs from the investigating agencies will be addressed to this/these individual(s).
22l. CERTIFYING OFFICIAL (CERT OFF)	For DRs enter the name(s), rank(s), commercial telephone numbers of the certifying officials from the Chief of Maintenance/Resources, (screening point). For vehicle reports, the transportation Squadron Commander, Chief of Transportation, or equivalent.

General: DR will be prepared as a message in the format shown below. CAT I DR and Mishap - CAT I DRs will be assigned a precedence of priority. The CAT II DRs will be assigned a routine precedence. Reference table 5-4 for an explanation of data requirements for each item entry. The block number and description of each fine entry will be entered on all DRs starting with block 3. If an entry does not apply to the deficiency being reported, enter "N/A" or "UNK." The information required in block 22 is coded using alpha codes a through m.

1. FM: (Screening point in the submitting country)
2. TO: (TCP/IEMP participants should be referenced to tables 5-1 and 5-2 for action point addresses).

INFO: (As Required)

SUBJECT: CAT I DR < MISHAP CAT I DR, CAT II DR

3. RCN: (Report Control Number)
4. D DEF DISC: (Date Deficiency Discovered)
5. NSN: (National Stock Number)
6. NOM: (Nomenclature)
7. MFR, OVHL: (Manufacturer, Manufacturer's Code, Source of Repair, or Overhaul)
8. MFR PN: (Manufacturer's Part Number)
9. SER, LOT, BATCH NR: (Serial, Lot, Batch Number)
10. CONTR, PO, DOC NR: (Contract, Purchase Order, or Document Number)
11. NEW, RPR, OR OVHL: (Item New, Repaired, or Overhauled)
12. D MFD, RPR OR OVHL: (Date Manufactured, Repaired, or Overhauled)
13. OTF: (Operating Time at Failure)
14. GFM: (Government Furnished Material)
15. QTY: (Quantity)
  - a. RCD: (Received)
  - b. INSP: (Inspected)
  - c. DEF: (Deficient)
  - d. In Stock
16. DEP ITEM WORKS ON OR WITH: (Deficient Item Works on or With)
  - a. END ITEM:
  - b. NHA: (Next Higher Assembly)
17. DOL VAL: (US Dollar Value)
18. (Not required for TCP/IEMP DRs)
19. ITEM UNDER WARRANTY. (Self explanatory)
20. WUC: (Work Unit Code)
21. EXHIBIT DISPOSITION:
22. DETAILS:

Figure 5-1. General DR Format Information Normally Available to Defect Discoverer (Sheet 1 of 2)

- a. CIR PRIOR TO DIFF: (Circumstance Prior to Difficulty)
- b. DESC AND CAUSE OF DIFF: (Description and Cause of Difficulty)
- c. ACT TAKEN OR RECM: (Action Taken and/or Recommended)
- d. TECH INFO (TO < Figure and Index):
- e. TECH DATA DEF: (Technical Data Deficiency)
- f. SUPPORT DATA MAILED: (Self explanatory)
- g. SPM OR IM CODE: (System Program Manager or Item Manager Code) (Not required for FMS)
- h. (Not required for TCP/IEMP DR)
- i. (Not required for TCP/IEMP DR)
- j. OTHER PERTINENT DATA:
- k. COGN OFF: (Cognizant Official)
- l. CERT OFF: (Certifying Official)

Figure 5-1. General DR Format Information Normally Available to Defect Discoverer (Sheet 2 of 2)

Name of Item:  
 Date discovered:  
 Stock number:  
 Part number/Computer ID number:  
 Contract number:  
 End Item number:  
 Is item new, repaired or overhauled?  
 Operating time at failure:  
 Is item under warranty?  
 Expiration date if under warranty:  
 Work Unit Code:  
 TO Fig. and index:  
 Discrepancy:  
 What investigation/inspection found:  
 Recommendations for fixing problem:  
 Name, rank, office symbol, phone number of originating point:  
 FORWARD COMPLETED WORKSHEET TO THE SCREENING POINT WITHIN 12 HOURS FOR  
 A CAT I DR AND 13 CALENDAR DAYS FOR A CAT II DR

Figure 5-2. Example of an Originator Worksheet

Table 5-6. Countries Supported by TCP/IEMP

AT	AUSTRALIA	ID	INDONESIA	MU	OMAN
BA	BAHRAIN	IS	ISRAEL	PK	PAKISTAN
BE	BELGIUM	IT	ITALY	PI	PHILIPPINES
BR	BRAZIL	JA	JAPAN	SA	SAUDI ARABIA
CN	CANADA	JO	JORDAN	SN	SINGAPORE
CH	CHILE	KE	KENYA	SP	SPAIN
DE	DENMARK	KS	KOREA	SZ	SWITZERLAND
DR	DOMINICAN REPUBLIC	MF	MALAYSIA	TW	TAIWAN
EG	EGYPT	MX	MEXICO	TH	THAILAND
FR	FRANCE	MO	MOROCCO	TU	TUNISIA
GE	GERMANY	N2	NATO	TK	TURKEY
GR	GREECE	NE	NETHERLANDS	UK	UNITED KINGDOM
HO	HONDURAS	NO	NORWAY	VE	VENEZUELA



Table 5-7. How to Complete a DD Form 2332

IN BLOCK		ENTER
1.	RCN	The number in block 3 of the associated DR.
2.	Date	The DR submission date. This will be the date of the message establishing the DR.
3.	Originating Activity	The name and address of the originating activity's screening point (owning organization for TMDE).
4.	NSN	The NSN from block 5 of the DR.
5.	Part Number	The manufacturer's part number of the failed item from block 8 of the DR.
6.	Serial Number	The SN of the failed item from block 9 of the DR.
7.	Remarks	Information, such as the MIP number, that was not included in the other blocks and that will assist in identifying the exhibits. Indicate whether the DR is a CAT I or II by entering "CAT I" or "CAT II", as appropriate. Material DRs will need identified by DR-M, quality DRs by DR-Q, software DRs by DR-S. If the item is a mishap exhibit, enter the word "MISHAP" and the mishap control number in this block. Exhibits subject to warranty correction will include the word "WARRANTY" in this block. When exhibit is requested by the TCP/IEMP contact, action or support activity, include "Ship-to instructions.
8.	Item Description	The nomenclature of the failed item.
9.	Name	The name of the screening point representative.
10.	Phone	The commercial (including area code) telephone number of the screening point.
11.	Date Exhibit Release	The date that the exhibit was released to the TCP/IEMP contact point, action point, or support point.
12.	Exhibit Released To	The name, address, and telephone number of the TCP/IEMP contact point, action point, or support point to whom the exhibit was released.



PRODUCT QUALITY DEFICIENCY REPORT EXHIBIT		
1. REPORT CONTROL NUMBER	2. DATE (YYMMDD)	3. ORIGINATING ACTIVITY
4. NSN	5. PART NO.	6. SERIAL NO.
7. REMARKS (CONTINUE ON REVERSE, IF NECESSARY)	8. ITEM DESCRIPTION	
	9. NAME (LSAT, FIRST, MIDDLE INITIAL)	10. PHONE (INCLUDE AREA CODE)

DD FORM 2332, JUL 89                      PREVIOUS EDITION IS OBSOLETE.                      59/188

H8800067

Figure 5-3. DD Form 2332, Product Quality Deficiency Report Exhibit (Front)



PRODUCT QUALITY DEFICIENCY REPORT EXHIBIT	
11. DATE EXHIBIT RELEASED (YYMMDD)	12. EXHIBIT RELEASED TO
7. REMARKS (CONTINUED)	

DD Form 2332 Reverse, JUL 89                      ☆ U.S. GPO:1990-274-677

H9104180

Figure 5-4. DD Form 2332, Product Quality Deficiency Report Exhibit (Back)

<b>WARNING:</b> Unauthorized persons removing, defacing, or destroying this tag may be subject to a fine of not more than \$1,000 or imprisonment for not more than one year or both. (18 USC 1361)	FSN, PART NO. AND ITEM DESCRIPTION		<b>SUSPENDED TAG - MATERIEL</b>		
			NEXT INSPECTION DUE		CONDITION CODE
			INSPECTION ACTIVITY		
			REASON OR AUTHORITY		
	SERIAL NUMBER/LOT NO.	UNIT OF ISSUE			
CONTRACT OR PURCHASE ORDER NO.	QUANTITY	INSPECTOR'S NAME OR STAMP AND DATE			
REMARKS					

DD FORM 1575, 1 OCT 66

H8800068

*Figure 5-5. DD Form 1575, Suspended Tag - Material*



## CHAPTER 6

### EXHIBIT HANDLING AND PROCESSING

#### 6-1 PURPOSE.

6-1.1 This chapter provides instructions for exhibit handling and processing.

#### 6-2 APPLICABILITY.

6-2.1 This chapter applies to Air Force bases and activities, agencies, and contractors.

6-2.2 This chapter does not apply to:

6-2.2.1 Nuclear ordnance or conventional munitions that are too dangerous or hazardous to retain. Photograph those items prior to their disposal and submit the photographs with the DR for use in lieu of an exhibit. For Air Force organizations, the munitions supply account will dispose of conventional munitions according to AFMAN 23-110V1, part 1.

#### 6-3 ESTABLISHING THE EXHIBIT PROCESSING SYSTEM.

6-3.1 All organizations which process DR exhibits shall develop procedures to ensure that they are conspicuously marked, tagged, and controlled to preclude their use. If size or configuration allows, the exhibits shall be moved from the inspection, production, maintenance, or operation area to a secure, minimum access area designated for storage of defective products. The designated area shall be protected to preclude unauthorized return of the exhibits to the production, maintenance, or operation area. The method for marking or tagging all exhibits shall indicate the current status of each exhibit in the disposition process. When directed, the exhibit shall be forwarded to the action or support point, in the exact condition it was found.

#### NOTE

Exhibits will not be shipped or hand carried prior to the receipt of disposition instructions unless otherwise directed by the action point. Ensure the DR indicates the correct status of the exhibit.

6-3.2 Each contractor shall document their exhibit handling procedures in the government property control system established IAW part 45 of the Federal Acquisition Regulation.

6-3.3 Air Force organizations will also document their procedures. The procedures will meet the requirements of this TO and AFMAN 23-110V3, part 1, chapter 3.

6-3.4 Action point, screening points, originating points and exhibit holding activities will use the DR record within INFOCEN/ASE database to track and display the progress on each exhibit. This record will show each exhibits status from initial disposition instructions through exhibit analysis to exhibit processing IAW its condition (reference chapter 7 for a general overview of the INFOCEN/ASE DR system).

#### 6-4 EXHIBIT HANDLING.

6-4.1 It is essential that those exhibits comprised of failed metal parts receive exceptional care in handling and packaging to preserve failure evidence. Mishandling will prevent accurate metallurgical failure analysis. The following rules apply:

6-4.1.1 Exhibits shipped from overseas installations must be cleaned of dirt, vegetable matter, contaminated water, and other waste matter only to the extent necessary to satisfy public health requirements for shipping. Care must be taken to assure that valuable evidence is not destroyed during cleaning.

6-4.1.2 Other than exhibits shipped from overseas, do not attempt to clean the fracture. Foreign products on the fracture may aid analysis. Do not apply acid to the exhibits.

6-4.1.3 Do not attempt to fit or mate the broken surface by physical contact. This could damage the fracture face.

6-4.1.4 Do not touch the fracture face with fingers, tools, or instruments.

6-4.1.5 Protect the fracture from the environment, particularly where corrosion could occur. Do not apply preservatives to the fracture face since preservatives could interfere with the analysis process.

6-4.1.6 Store the item in a water and vapor proof barrier bag containing prepackaged desiccant and ensure the bag is sealed airtight to prevent the accumulation of moisture. Only one item is to be included in each bag or wrapping. Additional guidance on this method of preservation may be found in MIIP-116 under method II preservation procedures or by contacting your packaging organization.

6-4.1.7 If the item is whole, use a dedicated shipping container, if applicable.

6-4.1.8 If the item is bent or broken, use a shipping container the item will fit in without rearranging or redistributing the bent or broken areas.

6-4.1.9 The item will be packed to prevent damage to the exhibit evidence during shipping. If more than one exhibit is packed in a single container, caution will be used to make sure that the items remain separated during shipment.

6-4.1.10 When the exhibit is a reciprocating engine that was removed due to internal failure, ship the spark plugs with the engine to the overhaul depot. Each spark plug accompanying the engine will be marked to show the cylinder from which it was removed and whether the plug was removed from the intake or exhaust side, or front or rear of the cylinder. Spark plugs will be secured to the engine container to prevent damage during shipment and will not be pickled IAW TO 2R-1-11. When an engine failure is suspected to be caused by fuel, samples of the fuel will be analyzed and a copy of the findings forwarded with the engine.

6-4.1.11 When a new or overhauled jet engine, engine module, gearbox, or government test equipment (GTE) and auxiliary power unit (APU) fails within 100 operating hours and will require more than 100 labor hours to repair, hold it as an exhibit. Do not separate from the engine any items that might be used to determine the failure cause. Sump plugs, magnetic plugs, screens with metal particles or other items which indicate internal failure will be shipped intact with the engine, module, or gearbox when shipment is directed.

## **6-5 ORIGINATOR EXHIBIT PROCESSING.**

6-5.1 The originator will:

6-5.1.1 Tag the exhibit with a completed DD Form 1575 (figure 6-3). (Contractors may use an equivalent contractor form provided the contractor form is replaced by a completed DD Form 1575 when the exhibit is returned to the government). In the condition code block of the DD Form 1575, enter "Q." Use of other 1500-series tags (yellow, green, red) may result in exhibit misrouting.

### **NOTE**

Ammunition items will be placed in condition code "J. "

6-5.1.2 Do not attempt to repair exhibits until contacting the screening point/action point. (Reference paragraph 6-6.1.2.)

6-5.1.3 When the exhibit size and configuration allow, move the exhibit to a controlled area IAW paragraph 6-3.1. When adequate and appropriate storage is not available in supply, the maintenance control function may hold the exhibit pending final disposition. Exceptions are:

6-5.1.3.1 Nuclear Ordnance or Conventional Munitions. Return such exhibits to the munitions (FK) supply account and retain them in segregated storage until shipment or disposal instructions are received.

6-5.1.3.2 Reparable Engines at an AMC Enroute Station. The forward supply location (FSL) will identify the appropriate primary support point (PSP) as the exhibit holding activity in the DR, and immediately ship the engine to the PSP. Prior to the shipment, the FSL will identify the engine as an exhibit item. After receipt at the PSP, the FSC will identify the exhibit according to paragraph 5-8.2.1, AFMAN 23-110V2, part 2, and complete the release and shipping document according to paragraph 6-7.1.7.1. Upon engine shipment, the PSP will inform the action point. (Automated means, such as INFOCEN/ASE e-mail, should be used whenever possible to accomplish this action.)

6-5.1.3.3 Permanent Forward Controlled Exhibit Storage Point. This may be established at the maintenance function and originating point to hold exhibits pending final disposition instructions when conditions warrant (lack of adequate and appropriate storage space or physical separation between maintenance and supply). The establishment of a permanent forward controlled exhibit storage activity must be approved by HQs USAF/ILMM before it is established. Major command POC should forward request for approval and justification to HQ USAF/ILMM, Washington DC 20330, with info to HQ AFMC/ENP.

6-5.1.4 Account for the Exhibit. Ensures report NSN and exhibit NSN are the same. Air Force organizations will report the exhibit according to AFMAN 23-110V1, part 2, chapter 3.

6-5.1.5 When appropriate, complete an AFTO Form 349 and AFTO Form 350 or equivalent. If repair is not authorized, the AFTO Form 349 will be closed out with an Action Taken Code "C" (Bench checked - repair deferred -- Bench check is accomplished and repair action is deferred). If the item is to be shipped as a "DR" exhibit, an AFTO 349 will be completed using Action Taken NRTS code "8" (IAW TO 00-20-2).

## **6-6 ORIGINATING POINT EXHIBIT PROCESSING.**

6-6.1 The originating point will:

6-6.1.1 Determine if the exhibit will be locally repaired, if the repair is within the normal capability of the organization originating the DR.

6-6.1.2 Not attempt to repair exhibits for DRs unless authorized by the action point.

### **NOTE**

Repair should not be attempted unless there is a critical need for the repaired product. Once repair is attempted the item no longer qualifies as an exhibit.

6-6.1.3 Complete blocks 1 through 10 of the DD Form 2332 IAW figures 6-1 and 6-2, if exhibit repair is not attempted. (Contractors may use an equivalent contractor form provided the contractor form is replaced by a completed DD Form 2332 when the exhibit is returned to the government.) If the DR is unclassified, ensure that two copies of the DD Form 2332 and two copies of the printed DR are turned in with the exhibit to the exhibit holding/shipping processing activity (base level).

6-6.1.4 Check INFOCEN/ASE weekly as a minimum, recommend daily for disposition or other instructions from the action and support point.

### **NOTE**

It is allowable to have the holding activity interrogate the INFOCEN/ ASE data base for disposition instructions and process the exhibit accordingly, however the originating point has the overall responsibility for the process.

6-6.1.5 Update the appropriate INFOCEN/ASE database with shipment information when exhibit shipment is made.

6-6.1.6 If the DR is closed without an investigation and the submitting organization does not concur, the originating point with OPCOM approval has the authority to have the exhibit held for an additional 30 days while the non-concurrence is processed IAW paragraphs 3-4.8.2 and 6-6. During T&E, the originating point should coordinate directly with the action point.

## **6-7 EXHIBIT HOLDING AND SHIPPING ACTIVITY PROCESSING - BASE LEVEL.**

6-7.1 The holding activity will:

6-7.1.1 Hold the exhibit until disposition instructions have been placed into the DR record in INFOCEN by the action or support point. The unserviceable due-in from maintenance (DIFM) detail list (D-23 and GV905) may be used as a management tool to monitor exhibit items (AFMAN 23-110V2, part 2, chapter 5) by standard base supply system (SBSS) activities at base level.

### **NOTE**

The investigating officer or investigation board must approve the disposition of exhibits related to all Air Force mishaps.

6-7.1.2 Request instructions from the originating point if local repair will not be attempted and no instructions are received from the screening, action, or support point within 30 days of the DR date (block 2 of the DD Form 2332). If no disposition instructions are received from the screening point, action point or the support point the exhibit will be processed according to its condition.

NOTE

Unless otherwise notified by the screening point, action, or support point, continue to hold exhibits for which the DR has been transferred to another DOD component and agency for the full 60 days before requesting instructions from the screening point.

6-7.1.3 Complete blocks 7, 11, and 12 of the DD Form 2332 (figures 6-2 and 6-3). Attach an envelope containing a printed copy of the DR to the DD Form 2332 and pack inside with the DR exhibit.

6-7.1.4 Mark the shipping container with the address and any special instructions provided in the disposition instructions. Assure that all tags, markings, and other documentation not related to the present condition of the exhibit are removed. These tags or other documents may be placed in the originating point folder (if a folder is established) at units discretion and disposed of IAW local policy.

NOTE

For exhibits being returned to Canadian contractors, it is critical that the container be marked "United States Military Goods Returned for Investigation: Free Entry Under Tariff Item 70800-1, Material Deficiency Report Exhibits." Mail two copies for shipping document to DCMAO Ottawa ONTARIO, CANADA at the time the exhibits are shipped.

6-7.1.5 Complete a second DD Form 2332 and attach it to the shipping container near the identification markings, with a copy of the DR. When the exhibit is to be stored outside, the DD Form 2332 should be enclosed in a clear plastic envelope with the front of the form visible.

6-7.1.6 In the "Remarks" block of the release (shipping) document, enter "DR Exhibit." Following the phrase, enter the DR RCN (block 1 of the DD Form 2332) and the MIP number provided in the disposition instructions if applicable.

6-7.1.6.1 For contractors, the release (shipping) document shall be as prescribed by the Federal Acquisition Regulations, appendix H, Military Standard Requisitioning and Issue Procedure (AHL-STRIP).

6-7.1.6.2 For Air Force activities, the release (shipping) document will be a DD Form 1348-1.

6-7.1.7 Ship exhibit within 2-calendar days (CAT I DR) or three workdays (CAT II DR) after receipt of exhibit disposition instructions from the originating point screening point, action point, or support point.

NOTE

Exhibit holding activities having access to INFOCEN/ASE shall interrogate the DR record directly for disposition instructions IAW chapter 7 of this TO. Notify the originating point of exhibit shipment.

6-7.1.7.1 When releasing the exhibit to a contractor, Air Force exhibit holding activities (to include ALC supply points acting as base level exhibit holding activities) will use the procedures prescribed by AFMAN 23-110V1, part 2, chapter 3.

6-7.1.8 Ship Exhibit by Expedite Methods. When using the DOD transportation system, comply with DOD 4500.32R. CAT I DR exhibits are shipped using supply priority 03, with a "999" denoting expedite transportation in the RDD (card column 62-64) field. For CAT II DR exhibits, the urgency of need for the exhibit should be considered. If the exhibit requires expedite transportation, assign supply priority 06, with a "777" in the RDD field. If routine transportation is acceptable, assign a supply priority 06, with the RDD field blank (routine transportation).



## NOTE

If necessary, the originating point may request shipping of the exhibit by commercial transportation, such as (Federal Express, United Parcel Service., etc.), if there is a situation where the exhibit has an immediate/urgent shipping requirement.

6-7.1.9 After exhibit has been shipped:

6-7.1.9.1 Within 1-calendar day for CAT I DRs and two workdays for CAT II DRs, update the INFOCEN DR record with shipment information and send one copy of the release (shipping) document (DD Form 1348-1) to the action point. When the exhibit is an AMC forward supply support spare, provide information copies to HQ AMC/LGS, LGA and LGF; include the DR RCN, NSN, part number, serial number, nomenclature, TCN, method of shipment, mission number, manifest number, and MIP number if applicable. Protect the fracture from the environment, particularly where corrosion could occur. Do not apply preservatives to the fracture face since preservatives could interfere with the analysis process.

## NOTE

Exhibit holding activities not having INFOCEN/ASE access may notify the action point, support point, and screening point by message or letter.

6-7.1.9.2 Initiate appropriate tracer action when necessary, i.e., copy of DD Form 1348-1.

6-7.2 Process exhibits that are no longer needed as follows:

6-7.2.1 Coordinate with the originating point for them to replace the DD Form 1575 and DD Form 2332 with the appropriate DD Form 1570-series tag. Usually the appropriate form will be either a DD Form 1577, Unserviceable (Condemned) Tag Material, or a DD Form 1577-2.

6-7.2.2 Process repairable assets for repair.

**6-8 SCREENING POINT/ACTION POINT EXHIBIT PROCESSING.**

6-8.1 The screening point/action point will:

6-8.1.1 Furnish exhibit disposition instructions to the DR record in INFOCEN/ASE and will also be responsible for initiating concurrent action through the appropriate maintenance contracting and maintenance support organization to schedule the exhibit for investigation and tear down analysis, or other support point assistance. Exhibits will undergo analysis as soon as possible after arrival at the screening, action or support point.

6-8.1.2 Furnish exhibit disposition instructions to the DR record in INFOCEN/ASE when a DR is received through an automated system (e.g., CAMS) and indicates the exhibit is available. The instructions may advise to continue holding the exhibit, provide rationale for choosing this option, and a projected date for disposition instructions to release or ship the exhibit, or to process the exhibit according to its condition (rationale required). These instructions may be concurrently provided by INFOCEN/ASE e-mail or telephone, but will always be confirmed by entry into the INFOCEN/ASE DR record. In all cases where the DR indicates that an exhibit is available, disposition instructions must be provided within one working day for CAT I DRs and 10 calendar for CAT II DRs.

## NOTE

When the DR is submitted to the action point by manual means (message or SF 368), disposition or other instructions will be provided by message to the exhibit holding activity identified in block 22 of the DR, with an info copy to the screening point that submitted the report. (When the exhibit is a AMC forward supply support spare, then also provide a copy to HQ AMCALGS and LGS, LGF.)

6-8.1.3 Provide interim instruction to hold the exhibit for 60 days (AFI 21-115) pending response from the DOD action point when the DR is transferred to another DOD component and agency for action.

6-8.1.4 When the disposition instructions require the exhibit be released or shipped to the screening point, action point or a support point, include:

6-8.1.4.1 The name of the organization to receive the exhibit (the complete address, point of contact) and INFOCEN/ASE user name if available.

6-8.1.5 Assign special project code for CAT I DR exhibits.

6-8.1.6 Provide special marking and shipping instructions.

NOTE

The DD Form 1348-1 shall have "PQR" in card column (i) 57-59. Block D of the DD Form 1348-1 shall contain "Pacer Push." Block DD of the DD Form 1348-1 shall contain "CAT I DR Exhibit." The outside of the shipping container shall have the words "Pacer Push" stenciled IAW AFMAN 23-110V3, part 1, chapter 3.

6-8.1.7 Ensure critical items and engines are processed quickly IAW special handling procedures (AFMAN 23-110V2, part 1, chapter 3).

6-8.1.8 When mishap exhibits are required faster than the uniform material movement and issue priority system (UMMIPS) standards for retrograde material allow, the screening, action and support point has two options. If justifiable, request the exhibit be hand carried and escorted, or request the exhibit be expedited. The exhibit disposition instructions must request that the DD FORM 1348-1 contain the julian date the material is required to be delivered in ii (card columns) 62-64.

6-8.1.9 When the disposition instructions require exhibit release or shipment, request the status if exhibit release or shipment has not been confirmed within:

6-8.1.9.1 Three calendar days for a CAT I DR exhibit.

6-8.1.9.2 Thirteen calendar days for a CAT II DR exhibit.

6-8.1.10 Acknowledge receipt of the exhibit on the INFOCEN/ASE DR record and IAW AFMAN 23-110V3, part 1, chapter 3.

6-8.1.11 Notify the facility selected to perform the TDR and analysis that the exhibit is available.

6-8.1.12 Task the facility, contractors, etc, elected to perform the investigation to prepare a summary of findings and send them to the action point.

6-8.1.13 Distribute investigation findings. If the investigation indicates the need for an operational restriction or grounding action, the OPCOM will be immediately informed.

6-8.1.14 Ensure that when the investigation is performed by an ALC organization (i.e., engineering lab, desk top analysis, etc), that the investigating organization determines the condition of the exhibit and processes the exhibit IAW screening/action point direction.

NOTE

To reconcile the D035 listing which indicates a warehouse location and the INFOCEN/ASE data base which indicates investigation is closed, a final disposition instruction must be provided to the storage activity and documented in the INFOCEN/ASE data base field I830, Exhibit Final Disposition Instructions - Screening/Action Point.

6-8.1.15 The screening/action point will provide the closing disposition instructions to the support point and will be the point of contact after the investigation is completed. The final disposition instructions will request that the contractor provide the screening/action point with mail or message notification of shipment of exhibit back to the Air Force within 24 hours after the exhibit has been placed on board the carrier including the date of shipment, shipping number, previous MIP (if applicable), and DR RCN, and the method of transportation. The screening/action point will then use this information to update the INFOCEN/ASE DR record.

**6-9 ALC RECEIVING AND STORAGE ACTIVITY EXHIBIT PROCESSING.**

6-9.1 The ALC receiving and storage activity will:

6-9.1.1 Screen off-base receipt documents to determine activity to receive exhibit.

6-9.1.2 Fill out the proper forms for off-base receipts, enter condition code "Q" ("J" for ammunition items) and input to the D035 and accountable system.

6-9.1.3 Upon receipt of local ALC turn-ins with condition code "Q," enter receipt information into the appropriate INFOCEN/ASE DR data base IAW chapter 7 of this TO and input into the D035 and accountable system.

6-9.1.4 Initiate appropriate tracer action for outgoing shipments, when necessary, upon request from the action point.

6-9.1.5 Upon arrival of exhibits, immediately notify the organization and individual ordering the exhibit via INFOCEN/ASE e-mail and enter receipt information into the appropriate INFOCEN/ASE DR data base (chapter 7).

#### NOTE

Telephone notification may be used upon receipt of CAT I DR exhibits and must be immediately followed up by INFOCEN/ASE e-mail.

6-9.1.6 Keep either manual or automated record of time, date, name of person to whom receipt of exhibit is reported.

6-9.1.7 Store exhibit in a designated exhibit storage area. The designated area will be protected to preclude the unauthorized return of the exhibits to the production, maintenance, or operational areas.

6-9.1.8 Release exhibits only on authorized documents for local issue and DD Form 1348-1 for off- base shipments.

6-9.1.9 Send off-base shipping documents with material to packaging and preservation activity.

6-9.1.10 Inspect and attach the proper condition status code tags to the exhibit as requested by the packaging and transportation support function or when instructed by the screening/action point. Air Force assets torn down for analysis IAW this TO must not be turned in to Defense Reutilization and Marketing Office (DRMO) solely because the item cannot be reassembled locally.

6-9.1.11 If disposition instructions are not received by the depot receiving activity within 30 calendar days after placement in an "exhibit hold area,"contact the Action Point/Support Point to determine if the exhibit should be processed according to its true condition.

6-9.1.12 Prepare and process off-base shipping documents for exhibits when shipping instructions are received from the screening/action point.

6-9.1.13 Notify the appropriate POC of a warehouse denial when they have requested an exhibit for shipment.

6-9.1.14 Release and receipt documents for exhibits to be shipped to a contractor will be prepared as prescribed for automatic shipments in AFMAN 23-110V1, part 1, chapter 5. A copy of the release and receipt document will be furnished the applicable screening/action point activity. In addition, the following information will be entered in the remarks block of DD Form 1348-1:

6-9.1.14.1 The statement, "DR exhibit. For evaluation and study at no cost to the government without contractual coverage. Authority: (Insert the DR RCN and/or MIP number as appropriate)."

6-9.1.14.2 The appropriate DODAAC of the contractor reflected in DOD 4200.25-D. If the contractor is not listed in DOD 4200.25-D, the exhibit may be shipped to the address of the contractor. A statement entered in the remarks block and the release and receipt document will so indicate.

6-9.1.14.3 The exhibit serial number as it appears on the physical item and in the DR.

6-9.1.14.4 The name, organizational symbol, and telephone number of the individual designated by the screening/action point as POC when the exhibit is delivered to the receiving destination. This information will be furnished in the shipping instructions under ATTENTION OF.

6-9.1.15 Release exhibit to the proper activity; ensure that the person receiving the exhibit signs and dates the required forms.

6-9.1.16 Ensure that exhibits are properly packed, identified IAW this TO, and sent to surface terminal function. Ensure that shipping information is entered on exhibit documents (including the DD Form 2332) and is updated to the appropriate INFOCEN/ASE DR data base (chapter 7).

#### **6-10 ALC ACTION AND SUPPORT POINT PROCESSING.**

6-10.1 Upon receipt of notification from the ALC receiving activity that an exhibit is available, the action point will:

6-10.1.1 Ensure that exhibits to be analyzed are held in a secure, minimum access area that will prevent the exhibit from being lost, altered, cannibalized, or routed through a production, maintenance or operational function prior to analysis. Exhibits are not to be torn down prior to analysis unless directed by the action point.

6-10.1.2 Assist other offices in performing an analysis or test to determine cause of failure.

6-10.1.3 Review final TDR and coordinate on findings when priority TDRs are performed locally on prime items.

6-10.1.4 Ensure that when the TDR and analysis is performed by an ALC organization (i.e., engineering lab, desk top analysis, etc), the investigation organization determines the condition of the exhibit and turns the exhibit into depot supply after evaluation.

6-10.1.5 Disposition instructions provided to contractors will request that contractors replace the DD Form 1575 tag with the appropriate 1500 series form at the completion of the TDR and analysis. When contractors are instructed to ship exhibits back to the Air Force inventory after completing their investigation, they will annotate the MIP and/ or DR RCN in the "Remarks" block of the new DD Form 1348-1 or any other type of shipping document used.

6-10.1.6 The screening/action point will provide the closing disposition instructions to the support point and will be the point of contact after the investigation is completed. The final disposition instructions will request that the contractor provide the screening/action point with mail and message notification of shipment of exhibit back to the Air Force within 24 hours after the exhibit has been placed on board the carrier including the date of shipment, shipping number, previous MIP and or DR RCN, and the method of transportation. The screening/action point will then use this information to update the INFOCEN/ASE DR record.

6-10.1.7 The screening/action point will initiate followup action to the contractor through contracting channels if the exhibit has not been received within 30 days after notification of shipment.

6-10.1.8 When final disposition instructions are provided to DCM AO to return the exhibit to the Air Force inventory, the screening/action point will inform the ALC and base exhibit receiving activity of the anticipated delivery date of the returned exhibit and its condition (serviceable and unserviceable) and request they advise upon receipt. The returned exhibit will contain markings or forms identifying it back to a MIP and/or DR RCN. Immediately upon receipt, the ALC and base exhibit receiving activity will process the material into storage according to condition and advise receipt to the screening/action point.

6-10.1.9 When an exhibit is shipped to a contractor for investigation at contractor expense, and the defect was not caused by the contractor or wrong exhibit shipped, the screening/action point shall provide a funding source for exhibit return and, if necessary, reimburse the contractor for his shipping expenses.

6-10.1.10 Issue exhibit disposition instructions to the support point when the exhibit is no longer needed for analysis. The exhibit should be processed according to its condition and dollar value. This includes replacing the DD Form 2332 and DD Form 1575 tags with the appropriate DD Form 1570-series tag.

#### **NOTE**

When directed by Screening/Action Point on final disposition, destroy defective material at local level to prevent reentry into Air Force or local system.

6-10.2 The support point will:

6-10.2.1 Process and tag the exhibit after analysis according to its condition and dollar value. This includes replacing the DD Form 2332 and DD Form 1575 with the appropriate DD Form 1570 series tag. If the end item does not fit the condition code specified in AFMAN 23-110V3, part 2, chapter 21, and is not condemned IAW AFMAN 23-110V1, part 1, chapter 4, the disassembled exhibit will be turned in with condition code

“K.” This condition code is for intra Air Force use only and is designed to get reparable assets back to the applicable TRC. This condition code will only be used for disassembled exhibits and will not be used for reassembled exhibits or if the exhibit meets the requirements of another condition code.

6-10.2.2 Identify source of repair when it is determined that the exhibit will be repaired.

6-10.2.3 Reassemble the end item(s) and exhibit(s) after TDR to maximum extent practical within the capabilities of the organization(s) performing the analysis.

6-10.2.4 Separate usable and reparable parts from those that were destroyed and broken during investigation.

6-10.2.5 Deliver reparable, properly labeled to depot supply receiving function after completion of the investigation.

6-10.2.6 If the exhibit is reparable and in material condition code “K,” the organization performing the analysis will accomplish the following:

6-10.2.6.1 Segregate the disassembled components and identify them to their appropriate end item and exhibit for packaging into separate containers, as required, to afford adequate protection against further deterioration due to rust, corrosion, or physical damage regardless of how they were received.

6-10.2.6.2 Initiate two DD FORMs 1575 for each end item and exhibit. In addition to the other required entries, the “Remarks” block of each DD Form 1575 will be annotated in the following manner: “Disassembled property, formerly (enter DR RCN), item number (if applicable), piece 1 of 3, analysis complete.” The item number is a locally assigned number used to distinguish between multiples of the same end item being returned in a disassembled manner (i.e., two A-7 starter, etc). The notation “piece 1 of 3,” is only required if more than one shipping container is necessary to package the disassembled exhibit.

6-10.2.6.3 Initiate a list of components not being returned with the end item and exhibit which will include their NSNs, quantities, and descriptions. This list will be stapled to the DD Form 1575 that is to be attached to the end item and exhibit inside the container. The remaining DD Form 1575 will be placed on the outside of the shipping container to identify its contents. If multiple shipping containers are necessary to package the disassembled exhibit, the list of missing components is only required for the first container. See MIL-STD 2073-1 and MIL-STD-129 for a more in-depth explanation of the packaging and marking procedures.

6-10.2.7 Contact action point if problems occur because of the disassembled configuration of the end item to ensure that end items and exhibits and their components are properly packed to maintain end item integrity.

#### NOTE

Any broken parts which have been separated from the serviceable parts and are tagged as condemned condition code “H” must be signed, dated, and tagged with the appropriate 1500 series form.

6-10.2.8 Exhibits will not be released or shipped to a contractor prior to the assignment of a DR RCN. Release and receipt documents for exhibits to be shipped to a contractor will be prepared as prescribed for automatic shipments in AFMAN 23-110V1, part 1, chapter 5. Copy number 4 of the release and receipt document, regardless of the type of control number assigned (MIP or DR RCN), will be furnished the applicable screening/action point activity. In addition, the following information will be entered in the remarks block of the DD Form 1348-1:

6-10.2.8.1 The statement, “DR Exhibit.” For evaluation and study at no cost to the government without contractual coverage. Authority: (Insert the MIP number and/or DR RCN as appropriate).

6-10.2.8.2 The appropriate DODAAC of the contract reflected in DOD 4200.25-D. If the contractor is not listed in DOD 4000.25-D, the exhibit may be shipped to the address of the contractor. The statement entered in the remarks block of the release and receipt document will so indicate.

6-10.2.8.3 The exhibit serial number as it appears on the physical item and in the DR.

6-10.2.8.4 The name, organization symbol, and telephone number of the individual to be notified when the exhibit is delivered to the receiving destination. The information will be furnished in the shipping instructions under ATTENTION OF.

NOTE

IAW AFI 91-204, investigating and reporting United States Air Force mishaps, do not dispose of mishap related exhibits without the written approval of the mishap investigating commander.

6-10.2.9 Upon receipt of notification from the action point or ALC receiving activity that an exhibit is available, the support point will:

6-10.2.9.1 Take necessary action (e.g., manual post and post issue) to obtain the exhibit for TDR and analysis. Support points will notify the action point of any delays in the performance of the investigation. Rationale for such delays will be entered into the DR record in INFOCEN/ASE by the screening/action point.

6-10.2.9.2 Ensure the exhibits are held in a secure, minimum access area that will prevent the exhibit from being lost, altered, cannibalized, or routed through a production, maintenance, or operational function prior to its investigation and TDR.

6-10.2.9.3 Perform the TDR and investigation IAW the appropriate regulations and the TDR and investigation request provided by the screening/action point.

6-10.2.10 If the exhibit is not to be repaired locally, immediately determine the condition of the exhibit and turn in the exhibit to the supply or maintenance holding area after evaluation. If necessary, request the exhibit disposition instructions from the screening/action point activity. Upon determination of condition and disposition:

6-10.2.10.1 Process and tag the exhibit according to the condition.

6-10.2.10.2 Identify all exhibits by NSN(s) or part number(s).

6-10.2.10.3 Identify source of repair when it is determined that the exhibit will be repaired.

6-10.2.10.4 Reassemble the exhibit after TDR, to the fullest extent possible.

6-10.2.10.5 Separate usable and reparable parts from those that were destroyed and broken during investigation.

NOTE

See also procedures in paragraphs 6-10.2 through 6-10.2.4.

Table 6-1. How to Complete a DD Form 2332

IN BLOCK	ENTER
1. RCN	The number in block 3 of the associated DR.
2. Date	The DR submission date. This will be the date of the electronic file transfer and message establishing the DR.
3. Originating Activity	The name and address of the originating point's screening point (owning organization for TMDE).
4. NSN	The NSN from block 5 of the DR.
5. Part Number	The manufacturer's part number of the failed item from block 8 of the DR.
6. Serial Number	The SN of the failed item from block 9 of the DR.
7. Remarks	Information, such as the MIP number, that was not included in the other blocks and that will assist in identifying the exhibits. Indicate whether the DR is a appropriate. If the item is a mishap exhibit, enter the word "MISHAP" and the mishap control number in this block. Exhibits subject to warranty correction will include the work "WARRANTY" in this block. When exhibit is requested by the action point or support point, include "Ship-to-instructions. "
8. Item Description	The nomenclature of the failed item.
9. Name	The name of the screening point.
10. Phone	The DSN and commercial (including area code) telephone numbers of the screening point.
11. Date Exhibit Release	The date that the exhibit was released to the contact point, action point, or support point.
12. Exhibit Released To	The name, address, and telephone number of the person at the contact point, action point, or support point to whom the exhibit was released.

PRODUCT QUALITY DEFICIENCY REPORT EXHIBIT		
1. REPORT CONTROL NUMBER	2. DATE (YYMMDD)	3. ORIGINATING ACTIVITY
4. NSN	5. PART NO.	6. SERIAL NO.
7. REMARKS (CONTINUE ON REVERSE, IF NECESSARY)		8. ITEM DESCRIPTION
		9. NAME (LSAT, FIRST, MIDDLE INITIAL)      10. PHONE (INCLUDE AREA CODE)

DD FORM 2332, JUL 89      PREVIOUS EDITION IS OBSOLETE.      59/188  
H8800067

Figure 6-1. DD Form 2332, Product Quality Deficiency Report Exhibit (Front)

PRODUCT QUALITY DEFICIENCY REPORT EXHIBIT	
11. DATE EXHIBIT RELEASED (YYMMDD)	12. EXHIBIT RELEASED TO
7. REMARKS (CONTINUED)	

DD Form 2332 Reverse, JUL 89      ☆ U.S. GPO:1990-274-677      H9104180

Figure 6-2. DD Form 2332, Product Quality Deficiency Report Exhibit (Back)



<b>WARNING:</b> Unauthorized persons removing, defacing, or destroying this tag may be subject to a fine of not more than \$1,000 or imprisonment for not more than one year or both. (18 USC 1361)	FSN, PART NO. AND ITEM DESCRIPTION		<b>SUSPENDED TAG - MATERIEL</b>		
			NEXT INSPECTION DUE		CONDITION CODE
			INSPECTION ACTIVITY		
			REASON OR AUTHORITY		
	SERIAL NUMBER/LOT NO.	UNIT OF ISSUE	INSPECTOR'S NAME OR STAMP AND DATE		
	CONTRACT OR PURCHASE ORDER NO.	QUANTITY			
REMARKS					

DD FORM 1575, 1 OCT 66

H8800068

Figure 6-3. DD Form 1575, Suspended Tag - Materiel



## CHAPTER 7

### DEFICIENCY REPORTING DATA BASE SYSTEM

#### 7-1 SYSTEM OVERVIEW.

7-1.1 This chapter serves as a general overview for personnel who work with Deficiency Reports to gain a basic understanding of the Deficiency Reporting System data bases and their functions. Refer to the INFOCEN /ASE Homepage ([https:// www.asc.wpafb.af.mil/infocen](https://www.asc.wpafb.af.mil/infocen)) for more in depth information on database processes (manuals, procedures, tools, forms, etc).

7-1.2 The databases reside in computers managed by the MSG at Wright-Patterson AFB OH. The system provides the capability of a full-text retrieval data base management system for tracking the progress of deficiency investigations within the data bases. The structure of the system allows for real-time, on-line interrogation of data. Users may query the database via a telnet session or a web-browser interface.

7-1.3 Access Control Procedures. Due to the nature of the data, strict access controls are required. Non-government access form can be found as figure 7-1.

7-1.3.1 In the case of a government employee who requires access to G021 and/or associated deficiency reporting databases within the AF DR System, the requester must provide all the required information from the User Account Management System (UAMS) screens to the file manager. This information includes such basics as name, office symbol, phone number, installation, position, title, and database access requirements.

7-1.3.2 In the case of non-government employee who requires access to G021 and/or associated deficiency reporting databases within the AF DR System, a contractor's or supplier's own information is fully releasable to that contractor or supplier. If the data belongs to a different contractor, supplier, or subcontractor, the following procedures apply:

a. The requesting organization must ensure that the clause at DFARS 252.227-7025, "Limitations on the Use or Disclosure of Government-furnished Information Marked with Restrictive Legends," is in the contract. If the clause is not in the contract or the non-government entity is not under contract, then the requesting organization must ensure that the non-government entity has signed the use and non-disclosure agreement at DFARS 227.7103-7(c). Additionally, in every case, the requesting organization must assure that the non-government entity has separate written permission from each information supplier to access their data. This requirement applies only to information which the supplier claims is limited rights data or otherwise proprietary, or which is competition sensitive. Since the database does not show restrictive markings, assume this requirement applies to all information contained in the database(s). An Access Request Form (figure 7-1) must be completed by the program/activity, preferably at the IPT Lead level, and given to the file manager that states the proper agreements and/or permissions are in place and provide instructions to the file manager on access requirements. The requesting organization would then be annotated in the database as the government sponsor for the entity being granted access. The role of sponsor has the accountability for the non-government access to the database.

b. The contract should clearly specify the government specified data system, the access that may be granted to that system, and the duration for which the access is required (e.g., period of performance, etc.). Specifically, the contract should clearly specify to which contractor's data the prime contractor is expected to be granted access and the appropriate contract numbers, CAGE code, MDS, or other limitation of access to the data appropriate to the execution of the specific contract task. The contract should not grant access to data obtained from another contractor unless the government is assured that written permission has been given for such release. In addition, the contract should state that the data base information, if not otherwise marked, shall be treated as government furnished information subject to limited or restrictive rights legends.

c. Appropriate restrictions in accordance with the contract requirements can be placed on the access granted. Some ways to restrict access are:

- (1) The contractor's Commercial and Government Entity (CAGE) code.
- (2) The contract number.

(3) The Mission Design Series (MDS).

(4) Manufacturer's part number.

(5) Any combination thereof.

(6) Unrestricted (This option would require a non-disclosure agreement IAW DFARS 227.7103-7 (C) and written permission for access by all contractors with data in the database.).

d. Access should be granted not longer than the period of performance of the contract. Consequently, in the event of contract termination, steps should be taken to terminate access immediately. If the non-government person, who was authorized access to the database, no longer has such authorization, take steps to terminate such access.

#### 7-1.3.3 Further considerations for Advisory and Assistance Service/Support Contractors:

7-1.3.3.1 A&AS Support Contractors access to the deficiency reporting data contained in the databases must be addressed in the same manner as the suppliers. However, the circumstances of the contractual relationship are somewhat different. For new solicitations that requires contractor data to be added to the database, a statement should be included in the RFP stating the government's intention to utilize A&AS support in execution of the deficiency reporting process and that this will require access to the data contained in the database. If the offeror's response is negative, the program would then be required to execute the DR process with government employees if that offeror is selected.

7-1.3.3.2 For existing contracts, programs have several options available to ensure that the government is properly protecting deficiency reporting data. The program can elect to notify the contractors that the government is using A&AS support contractors in the execution of the DR process and request concurrence/non-concurrence for access to the data. Another option for the program is to require the A&AS support contractor to obtain the necessary permissions from the prime contractors/suppliers to access the data. This course of action may require a contract modification or additional expense to the program. Be advised there are risk associated with either option. The contractor/suppler may request compensation for unauthorized release of their data in either case. Each program should determine course of action best suited to their particular contractual circumstances. A&AS support personnel access should be limited to only the contractor's information necessary for the support of the program for which they are performing a task. Otherwise, permissions must be obtained from all contractors/suppliers whose data reside in the database. If only government personnel are used in execution of the process, no action is required, and may be an alternative should the program office have that option available.

7-1.4 The data bases are Air Force wide logistic management support systems used to maintain visibility over DRs and MIPS. It applies to DRs from any source including those sent across DOD component lines as part of the overall DOD quality assurance program under DODD 4155.24, (AFI 21-115). The data elements in the data base pertain to items that are newly procured, repaired, or overhauled, under test and development, and in operational use or transition. Data protection is mandatory and notices are prominently displayed when logging in:

WARNING

This document/database contains technical data whose export is restricted by the Arms Export Control Act (Title 22, U.S.C 2571 et seq.) or Executive Order 12470. Violation of these export-control laws is subject to severe criminal penalties. Dissemination of this document/database is controlled under DOD Directive 5230.25 and AFI 61-204.

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Official U.S. Government System For Authorized Use Only. Do Not Discuss, Enter, Transfer, Process, or Transmit Classified/Sensitive National Security Information of Greater Sensitivity Than That For Which This System Is Authorized. Use Of This System Constitutes Consent To Security Testing And Monitoring. Unauthorized Use Could Result In Criminal Prosecution.

7-1.5 The system provides feedback deficiency data on hardware, software and computer programs to activities responsible for design development, procurement, maintenance, contract administration, and other logistics management functions. It provides for the initial reporting, cause correction, and status accounting of individual DRs as well as to identify known or suspected problems dealing with design, quality, maintainability, or software are documented by the user through DRs.

7-1.6 These reports are categorized as CAT I or CAT II based upon the impact or potential impact of the deficiency, and routed to the appropriate action point data base. In the case of the G021 database, the DR is further routed to the ALC and activity responsible for the maintenance, engineering, and management of the item as determined by D043A, Master Item Identification Data Base, and D086, Workload Mission Assignment System, (<https://www.msg.wpafb.af.mil/d086>).

7-1.7 The link between the MSG and the Air Force users is the file manager/Data Base Manager (DBM) assigned to each data base. All requests for changes to the system must be coordinated through the data base/file manager. Database/file managers "own" the data, control access to it and provide login IDs/passwords, and approve all requirements or changes to the construct of the database. Therefore, support contractors, shall not function in the capacity of database managers, or perform these duties as a file manager. In addition to creating new accounts for the system, the file manager also determines and grants access to the files of the data base. Following are the Air Force POC related to the action points for reporting of the DRs into the data bases and assigning new user names in the system:

DB12	ASC/FBAAC	DSN 785-7502 X2503	F15
DB13	ASC/VCC	DSN 785-7896	Air Cruise Missile
DB14	ASC/LPPH	DSN 785-7869	Engines
DB15	ASC/YT	DSN 674-4274	Flight Training SPO (T-1A, T-6A, T-38 AUP)
DB20	ASC/YFAPC	DSN 785-4976	Wright-Patterson AFB OH (F-22)
DB22	ASC/YSOC	DSN 785-9442	B-2
DB25	ASC/RWCC	DSN 785-5384	Electronic Combat
DB26	ASC/YCC	DSN 785-3367	C-17
G021	HQ AFMC/ENPP	DSN 787-6021	Wright-Patterson AFB OH
File 003	OO-ALC/LGQ	DSN 777-8426	Hill AFB UT
File 004	OC-ALC/LGQ	DSN 336-2775	Tinker AFB OK
File 006	WR-ALC/LGSCD	DSN 468-5962	Robins AFB GA
File 007	WR-ALC/LKGA	DSN 468-3121	Robins AFB GA (AMRAAM)
File 008	ASC/RAB (OL-DET4)	888-455-2669	San Diego CA (Predator UAV)
File 009	OO-ALC/LMDB	DSN 777-1777	Hill AFB UT (ICBM) (LMEQ)
File 010	88 OSS/OSE	DSN 986-2575	Wright-Patterson AFB OH
File 011	ASC/LU	DSN 785-7936	Wright-Patterson AFB OH (SOF)
File 012	ASC/SMD	DSN 785-3539 5330X3601	Wright-Patterson AFB OH (CMBRE)
File 014	ASC/SMY	DSN 785-2900 X3537	Wright-Patterson AFB OH (FMS 8000)
File 016	ASC/WMS	DSN 872-4808	Eglin AFB FL (MALD)
File 017	ASC/YNLT	DSN 785-7634	Wright-Patterson AFB OH (F-117)
File 018	ESC/GAA	DSN 478-9211	Hanscom AFB MA (NAS)
File 019	ASC/SMD	DSN 785-5330 X3601	Wright-Patterson AFB OH (JHMCS)

File 020	46 TS/OGEC	DSN 872-4865 X235	Eglin AFB, FL (AN/MPN-25)
File 021	46 TS/OGEC	DSN 872-4865 X246	Eglin AFB, FL (DCAPES)
File 022	ASC/RAV	DSN 986-5522	Wright-Patterson AFB OH (Global Hawk UAV)
File 101	SMC/CII	(301) 783-0729	Torrance CA

## 7-2 CONNECTING TO THE DR SYSTEM.

7-2.1 The connectivity to the system is dependent upon your local environment. In any case it is advised to get the system administrator or local PC support involved as you attempt to connect to the DR system. Two methods for on-line interrogation of the database are available.

7-2.1.1 Connected via a modem on a PC. In this case you may dial a telephone number local to Wright-Patterson and connect directly or connect to the Defense Information System Network (DISN) following local procedures.

7-2.1.2 Connected via a network from a PC. Typically a local area network (LAN) has an option to connect to a computer on the DISN. That is the preferred option and should be pursued with a local LAN administrator.

7-2.2 For details on connecting to the system, like access phone numbers, network addresses, and URLs, please refer to the INFOCEN Home page or email [basisg@infocen.wpafb.af.mil](mailto:basisg@infocen.wpafb.af.mil).

## 7-3 USING THE SYSTEM.

7-3.1 The following three options are available to use the DR system to fulfill the requirements of this T.O. Software and documentation can be found on the INFOCEN /ASE Home page.

7-3.1.1 Originating a DR using the Deficiency Reporting Entry and Mail System (DREAMS). DREAMS is a stand-alone computer software tool that provides for off-line creation of a DR and allows email submission of that DR. Email confirmation of successful loading into the DR system is sent back to the sender. DREAMS has robust validation checking and uses a windows-based graphical user interface for simplicity. DREAMS provides for the submission of Acceptance Inspection Reports as well as Deficiency Reports.

7-3.1.2 Originating and reviewing status using the INFOCEN DR-Web interface. There is a web-enabled interface into the deficiency reporting system that an authorized person can use to originate, review, and edit DRs. Strict access levels are maintained through this interface and a user may not exceed his authorization. The secure URL for this access is provided when an account request is received and acted upon.

7-3.1.3 Originating and reviewing status using the INFOCEN Telnet interface. There is a VT100 Telnet interface (traditional) into the deficiency reporting system that an authorized person can use to originate, review, and edit DRs. Strict access levels are maintained through this interface and a user may not exceed his authorization. The telnet address for this access is provided when an account request is received and acted upon.

7-3.2 When using the system, it is strongly urged that you consider attending the training class offered by the MSG or seek assistance from an experienced user. Utilize the documentation that is found on-line and is available for download to your site. INFOCEN conducts hands-on training for users of DRIS at WPAFB. Sites with several personnel requiring training may consider sponsoring a class at their site. Information and schedule of classes may be found on the INFOCEN Home Page at the following web address: <https://www.asc.wpafb.af.mil/infocen/training.html>. The class covers system usage and application, as it relates to the DR process itself. Training Videos on the USAF DR process are available from <https://www.asc.wpafb.af.mil/infocen/drvideo.html>. Each video covers a slightly different aspect of DR processing and is not meant to be viewed exclusively by the weapons system community represented.

7-3.3 Proficiency will be obtained through use of the system, but if and when questions arise, contact one of the file managers/DBMs first for assistance. If the issue is of a more technical nature, contact the Service Desk at the number on the login banners of the system or email to [basisg@infocen.wpafb.af.mil](mailto:basisg@infocen.wpafb.af.mil).

Table 7-1. Command and Activity Codes

USING COMMANDS

0B	United States Air Force Academy
0D	United States Air Forces Europe (USAFE)
1S	AFSPC (Air Force Space <u>Command</u> )
2L	Air Force Technical Applications Center (AFTAC)
4Z	Air National Guard (ANG)
4D	Belgian Air Force
4E	Royal Danish Air Force
4F	Royal Netherlands Air Force
4G	Royal Norwegian Air Force
4I	NATO AWACS Program
0U	Air Force Intelligence Service (AFIS)
0Y	Air Force Communications Agency (AFCA)
02	Air Force Inspection and Safety Center (AFISC)
03	Air Force Operational Test and Evaluation Center (AFOTEC)
1M	Air Force Material <u>Command</u> (AFMC)
0J	Air Education and Training <u>Command</u> (AETC)
0K	Air University (AU)
0M	Air Force Reserve <u>Command</u> (AFRC)
0R	Pacific Air Forces (PACAF)
1C	Air Combat <u>Command</u> (ACC)
1L	Air Mobility <u>Command</u> (AMC)
0V	Air Force Special Operations Command (AFSOC)
0X	Foreign Military Sales (FMS)

USING ACTIVITIES

11	Navy
12	Marine Corps (MC)
13	United States Coast Guard (USCG)
14	Defense Logistics Agency (DLA)
15	General Services Administration (GSA)
16	Army
17	National Security Agency (NSA)
18	National Aeronautics and Space Administration (NASA)
19	Other

Table 7-2. Support Agency Entries

If I550=Quality Deficiency Report (QDR), the Support Agency Codes, Field I880-Support and Action Point Activity code are essential to master suspense system, exhibit tracking and followup system, and for the retrieval of data and ease in identifying support agencies. It is very important that we use a standard method of entering these data into the system. The Support Agency Codes for the ALCs are constructed by using the second position of the IM and System Manager (SM), plus the maintenance organization code for the manufacture and repair organization.

*EXAMPLES*

OC-ALC	DLIMQ
OO-ALC	ELASQ
WR-ALC	JLYLO

Support Agency Codes for the Army and Navy repair facilities will be constructed by using the first two letters of the agency, plus the first letter of the city and the standard abbreviation for the state. For the Marine Corps facilities, use MC for the first two letters of the agency. The items for which they manage, but the Air Force is still a user, will be identified by the first two letters of the agency, plus SOS code. Use MC to identify Marine Corps. The Contract Administration Services (CAS) code will be prefixed by the two letters of the agency, plus the CAS code listed in DOD 41005.59H.

*EXAMPLES*

Army Depot, Corpus Christi TX	ARCTX
US Army, Armament Cmd	ARB14
NAD Alameda CA	NAACA
NAD Jacksonville FL	NAJFL
Navy Ships Parts Control Center Mechanicsburg PA	NAN35
Marine Corps Repair Facility Albany GA	MCAGA

The DOD CAS components, including the DLA-DPROS, codes will be prefixed by DLA plus the CAS code listed in DOD 4105.59H. The CAS code will be right justified; i.e., 1 through 9 will be entered as DL001, DL002, etc, 10 through 99 will be entered as DL010, DL099, etc. Support agency codes for the DIA supply centers will be constructed by prefixing the SOS codes with DLA.

DCMAO Birmingham AL	DL006
DPRO Magnavox Fort Wayne IN	DL043
DPRO Grumman Aerospace, Bethpage LI NY	DL301
Defense Construction Supply Center	DLS9C
Defense Industrial Supply Center	DIS91

Support Agency Codes for GSA will be constructed by using the abbreviation GSA plus the regional office. Right justify number of regions 1 through 9.

GSA Region, 3 Washington DC	GSA03
GSA Region 10, Auburn WA	GSA10



Figure 7-1 Air Force Deficiency Reporting Access Request

This information is to be filled out by the Government Sponsor (requesting organization) and forwarded to the appropriate Database/File Manager for action. (\*Indicates required field)

User Information:

*Last Name:	
*First Name:	
*Middle Initial:	
Office Symbol:	
*Company Name:	
*Commercial Phone:	
Voice Code and DSN:	
Fax Number:	
Title:	
*Citizenship:	
*Installation:	
Building:	
Room/Post:	
Address Line 1:	
Address Line 2:	
Address Line 3:	
City or FPO/APO:	
State:	

*Figure 7-1 Air Force Deficiency Reporting Access Request - Continued*User Information:

Zip Code:	
E-mail Address:	

Contract Information

*Contract Number:	
*Period of Performance (Dates):	
*Access Expiration Date:	
*Contracting Officer's Signature:	

Access Requirement (see paragraph 3a of guidance)

*Database (e.g.: G021, DB20):	
Cage Code:	
Contract Number:	
MDS:	
Manufacturers Part Number:	
Fields to READ (list I-fields):	
Fields to EDIT (list I-fields):	
Other Restrictions:	

*Figure 7-1 Air Force Deficiency Reporting Access Request - Continued***Government Sponsor Information**

*Sponsor Name:	
*Sponsor Office Symbol:	
*Sponsor DSN Phone:	
*Sponsor Commercial Phone:	
*Sponsor Title:	
*Sponsor E-mail:	
*Sponsor Command:	

I have read and complied with the **ACCESS CONTROL PROCEDURES FOR G021 AND RELATED DEFICIENCY REPORTING DATABASES WITHIN CHAPTER 7 of T.O. 00-35D-54.**

Signature Block of Sponsor

Date

Table 7-3. Results of Investigation Codes

A.	QUALITY	Any deficiency (e.g., physical, chemical, electrical, functional) noted in material that is attributed to nonconformance to applicable specifications, drawings, standards, T.O.'s or workmanship during manufacture, repair, modification or maintenance.
		Categories:
		(a) Workmanship/Nonconformance--Manufacturing/Repair personnel failed to conform to assembly/repair procedures/specification.
		(b) Internal Processes incomplete or incorrect--The Manufacturing or Repair or Overhaul process was incomplete or incorrect.
B.	MATERIEL FAILURE	The failure of an end item which was attributable to neither the repair nor the manufacturing process, but was due to an unpredictable failure of an internal component or sub-assembly.
		Categories:
		(a) Temperature induced
		(b) Stress related
		(c) Exceeded life expectancy
		(d) Could not determine cause
		(e) Secondary damage
C.	NO DEFECT FOUND	Investigation of the exhibit revealed no deficiency. Equipment conforms to specifications, T.O.'s, standards and procedures.
		Categories:
		(a) Investigation did not confirm defect--An in-depth investigation was conducted but the reported defect could not be confirmed.
		(b) Reported condition within technical specification--The reported defect was found to be within overhaul/repair technical specifications.
D.	NON-PROJECT RELATED	The deficiency reported was not within the scope of the contract or Technological Repair Center (TRC) responsibility.
		There are no categories for this code-- <u>leave blank.</u>
E.	TECHNICAL DATA, PROCUREMENT DATA, OR WORK SPECIFICATION(S) INADEQUATE	Data furnished the contractor repair facility was not sufficient to perform the required tasks.
		Categories:
		(a) Technical data/drawings etc., inaccurate--Review of technical data/drawings revealed an inaccuracy/error.

Table 7-3. Results of Investigation Codes - Continued

F.	FIELD INDUCED DEFICIENCY	<p>(b) Procurement data, statements of work, performance specification--Guidance provided by Procurement data, SOW or Work/Performance Specifications proved inaccurate.</p> <p>Deficiency, confirmed by the investigation, revealed that the deficiency was caused by the initiator of the report, i.e., wrong voltage applied, misaligned, or maladjusted.</p> <p>Categories:</p> <p>(a) Deficiency was result of inadequate instructions.</p> <p>(b) Deficiency was a result of lack of training.</p>
G.	MAINTENANCE DEFICIENCY	<p>A condition that limits or prevents the use of materiel for the purpose intended or required where the materiel meets all other specifications.</p>
H.	DESIGN DEFICIENCY	<p>Categories:</p> <p>(a) Safety--The ability of a system to perform its intended purpose without causing harm or injury to personnel or equipment.</p> <p>(b) Reliability--The ability of a system and its parts to perform its intended purpose without premature failure, degradation, or demand on the support system throughout its operational service life.</p> <p>(c) Maintainability--The ability of an item to be retained in or restored to a specified condition when personnel with specific skill levels maintain it using prescribed procedures and resources at each level of maintenance and repair.</p> <p>(d) Integration--The ability of an item to perform its intended purpose based on the systematic blending of the functions of all its various subsystems and component parts, i.e., hardware to hardware, hardware to software, software to software etc.</p> <p>(e) Survivability--The capability of a system to avoid or withstand manmade hostile environments without impairing its ability to accomplish its designed mission, to include vulnerability, i.e., electro-magnetic pulse, electronic countermeasures, threat warnings/suppressions etc.</p> <p>(f) Human Factors--A body of scientific facts about human characteristics covering all biomedical and physiological considerations. This includes, but not limited to, principles and applications in the areas of human engineering, ergonomics, personnel selection, training, life support, job performance aids and human performance evaluation.</p>

Table 7-3. Results of Investigation Codes - Continued

		(g) Performance Requirements--Deficiencies resulting in the inability to accurately and completely translate the user's operational needs into verifiable performance requirements in a specification. These performance requirements must be accurately and completely communicated to the weapon system single manager/contractor.
I.	HANDLING OR SHIPPING DEFICIENCY	Discrepancies attributed to the shipping activity or carrier should have been reported on SF 364 (Supply Discrepancy Report) or SF 361 (Transportation Discrepancies Report).  Categories: There are no categories for this code-- <u>leave blank.</u>
J.	PACKAGING SPECIFICATION INADEQUATE OR NOT COMPLIED WITH	Unsatisfactory conditions including item damage resulting from improper packaging should have been reported on SF 364 (Supply Discrepancy Report).  There are no categories for this code-- <u>leave blank.</u>
K.	CONTRACTOR OR TECHNOLOGICAL REPAIR CENTER (TRC) FACILITY NOT PRESENTLY PRODUCING OR REPAIRING THE ITEM OR LIKE ITEM	The contractor or TRC no longer has a contract to manufacture or repair the item or like item; investigation is impractical.  Categories: There are no categories for this code-- <u>leave blank.</u>
L.	UNABLE TO DETERMINE RESPONSIBILITY	Cannot determine if contractor, TRC or using organization was at fault.  Categories: There are no categories for this code-- <u>leave blank.</u>
M.	ISOLATED CASE	The number of reports versus the number of units produced or in demand does not indicate a significant problem.  Categories:  (a) Investigation not conducted--item DR history does not indicate a need for an in-depth investigation.  (b) Investigation revealed this to be an isolated case --investigation completed and results indicate no further action required.
N.	REPORT CONTAINED INADEQUATE INFORMATION TO SUPPORT AN INVESTIGATION	The pertinent data necessary to conduct an investigation was not furnished.  Categories:  (a) Contract Number--The contract number of the "failed" part.

Table 7-3. Results of Investigation Codes - Continued

O. EXHIBIT NOT RECEIVED	<p>(b) NSN--The national stock number of the "failed" part.</p> <p>(c) Part Number--The part number of the "failed" part.</p> <p>(d) Date of manufacture or repair/overhaul--The date the "failed" item was manufactured/repared/overhauled, source of repair (SOR).</p> <p>Categories:</p> <p>(a) Requested but not shipped--The exhibit was requested by the Action/Support Point but not shipped by the Using/Originating Activity.</p> <p>(b) Shipped but not received--The exhibit was shipped but was not received by the Action/Support Point.</p> <p>(c) Exhibit not available--Exhibit is not available, i.e., repaired by user.</p> <p>(d) Wrong exhibit shipped--Wrong exhibit was shipped and received by the Action/Support Point.</p>
P. INVESTIGATION NOT REQUESTED	<p>A deficiency that has been previously reported, and is currently under investigation, or action has been previously taken to resolve the reported condition.</p> <p>Categories:</p> <p>(a) Previous reported--The same defect has been reported on prior DRs and action has been taken.</p> <p>(b) Under investigation--The same defect has been reported on a prior DR and action is pending completion of investigation of that DR.</p> <p>(c) Information Only Report--Report forwarded to contractor/repair/overhaul facility for their information.</p> <p>(d) Exhibit not available--repaired by user, record for information only.</p>
Q. FIELD TURN-IN	<p>Field returned item serviceable, found item to be unserviceable by using activity.</p> <p>Categories: There are no categories for this code--<u>leave blank.</u></p>

Table 7-3. Results of Investigation Codes - Continued

R.	LENGTH OF TIME SINCE MANUFACTURE/REPAIR/ OVERHAUL MAY PRECLUDE SOURCE FROM LEGAL RESPONSIBILITY	Excessive storage time may preclude the manufacture/repair/overhaul activity from any responsibility. If there is no investigation performed, a detailed explanation to support that action must be entered in I1340.  Categories: There are no categories for this code-- <u>leave blank.</u>
S.	CONTRACTOR OR MANUFACTURER DOES NOT ACCEPT RESPONSIBILITY FOR FAILURE	Investigation complete, item failed; contractor, manufacturer does not admit fault.  Categories: There are no categories for this code-- <u>leave blank.</u>
T.	REPORT TRANSFERRED TO ANOTHER DATABASE	The report has been transferred to another Application Support Environment (ASE) data base.  Categories: There are no categories for this code-- <u>leave blank.</u>
U.	SOFTWARE	Categories:  (a) Software manifested a nonsoftware problem-- i.e., software working properly; however, related components had malfunctions.  (b) Software itself was defective.  (1) Requirement (incomplete, undefined).  (2) Design/code (requirement OK; however, design failed to implement the requirement properly).  (3) Enhancement/adaptive (change in environment or added capability).
V.	WARRANTY DEFICIENCY REPORT	Item is under warranty and will be returned to the contractor for repair at no cost.  There are no categories for this code-- <u>leave blank.</u>  NOTE  Because an item is under warranty does not negate the requirement to satisfactorily resolve an identified deficiency. If an adverse trend or high failure rate develops, an investigation should be performed. When safety issues are identified, usually a CAT I DR, correction of the unsafe condition will be the primary concern. This may require disregarding warranty provisions and subsequent voiding of the warranty on the exhibit.



Table 7-4. Action Taken Code

01.	Corrective Action, Item Repaired at Contractor's Cost	This code will be used when substantive corrective action has been taken to prevent similar defects in future production, and the exhibit and/or other defective items have been corrected at no additional charge to the government. "Counseling of employee," "increased emphasis," and "all personnel briefed" are NOT considered substantive corrective actions.
02.	Corrective Actions, Item Repaired at Government's Cost	This code will be used when substantive corrective action has been taken to prevent similar defects in future production, and the exhibit was corrected or disposed of at government cost. "Counseling of employee," "increased emphasis," and "all personnel briefed" are NOT considered substantive corrective actions.
03.	Formal Investigation Completed, Report Closed, Item Repaired at Contractor's Cost	This code will be used when a formal investigation is accomplished through the support point, substantive corrective action DID NOT result, and the exhibit and/or other defective items were corrected at no additional charge to the government. This code will include actions such as "employee counseled," "increased emphasis," and "all personnel briefed."
04.	Formal Investigation Completed, Report Closed, Item Repaired at Government's Cost	This code will be used when a formal investigation is accomplished through the support point, substantive corrective action DID NOT result, and the exhibit and/or other defective items were corrected at government cost. This code will include actions such as "employee counseled," "increased emphasis," and "all personnel briefed."
05.	Transferred to Materiel Management for Investigation and Resolution	This is no longer used. Prior to October 89 this code identified a reported condition which analysis and investigation showed should have been reported as a materiel deficiency and not a quality deficiency.
06.	Transferred to Supply for Investigation and Resolution	A reported condition which analysis and investigation shows should have been reported on a SF 364.
07.	Transferred to Contracting and Manufacturing for Resolution	An investigated report that requires Procurement Contractor Office (PCO) action through contract amendment and termination and/or legal action for resolution.
08.	Included in the Maintenance Data Collection System	Report investigation shows component and subassembly which was serviceable when functional test subsequently failed during normal operation and checkout. The specification and functional test is capable of identifying this defective materiel.

Table 7-4. Action Taken Code - Continued

09.	Administratively Closed, Further Investigation Not Warranted	A report which preliminary analysis and investigation shows does not require formal investigation based on historical data or results of previous investigations show corrective action taken subsequent to production of reported item.
10.	Report Forwarded to Repair and Manufacturing Activity Information	Report forwarded to responsible repair and manufacturing activity for their information.
11.	Formal Investigation Completed	Report Closed, Item disposed of as Not Economical to Repair.
12.	Formal Investigation Completed	Report Closed, No Defect Found.
99.	Administratively Closed	Report is administratively closed due to nonavailability of necessary funding.

Table 7-5. Aircraft System Codes

CODE	MEANING	CODE	MEANING
11	Airframe	56	Auto All WX LDG
12	Fuselage	57	Guidance
13	Landing Gear	61	HF
14	Flight Controls	62	VHF
15	Rotor System	63	UHF
16	Escape Capsule	64	Interphone
17	Recovery System	65	IFF
18	V/STOL	66	Emergency
21	Recip Engine	69	Misc Comm
22	Turboprop Engine	71	Radio Nav
23	Turbojet Engine	72	Radar Nav
24	Aux Engine	73	Bomb Nav
25	Rocket Engine	74	FIR
26	R.W. Drive	75	Weapon Del
31	Electric Prop	76	Elect C and M
32	Hydraulic Prop	77	Photo and Recon
33	Elec and Hydc Prop	81	AWACS
34	Mech and Fix Prop	82	Graphic
41	AC, Press, and Deice	83	Paint and Finish
42	Electrical	84	REC
44	Lighting	89	CAP
45	Hydraulic	91	EME
46	Fuel	92	Tow Target
47	Oxygen	93	DRA

Table 7-5. Aircraft System Codes - Continued

CODE	MEANING	CODE	MEANING
49	Misc Ut	94	MET
51	Instruments	95	Augmentation
52	Autopilot	96	Personnel
53	Drone	97	Explosive
54	Telemetry	98	Atmospheric
55	Madars	99	Other

Table 7-6. Aircraft Type Deficiency Codes

CODE	MEANING	CODE	MEANING
01	Adjust and Align	17	Leakage
02	Binding	18	Loose and Tension
03	Burned	19	Lubrication
04	Chafing	20	Missing
05	Corroded (Pitted)	21	Noisy
06	Cracked	22	Open
07	Damaged	23	Peeling
08	Dirty and Contaminated	24	Routing
09	Erratic	25	Shorted and Grounded
10	Flow	26	Temperature
11	Fluctuate and Osci	27	Tolerance
12	Foreign Objects	28	Torque
13	Incomplete	29	Vibration
14	Inoperative	30	Voltage
15	Installation	31	Others
16	Insulation		
01	Fan Assembly	05	Low Turbine
02	Nonrotating	06	Compressor
03	Turbine	07	Accessories
04	High Turbine	08	Other

Table 7-7. Engine System Codes

CODE	MEANING	CODE	MEANING
01	Fan Assembly	05	Low Turbine
02	Nonrotating	06	Compressor
03	Turbine	07	Accessories
04	High Turbine	08	Other

Table 7-8. Engine Type Deficiency Codes

CODE	MEANING	CODE	MEANING
51	Adjustment Limits	67	Internal Failure
52	Balance	68	Leaks (Air, Fuel, and Oil)
53	Bearing Failure and Soap	69	Metal and Magnetic Plug
54	Bent, Buckled, and ETC	70	Nick, Pitted, and Chipped
55	Blade Rub and Drag	71	Oil Consumption
56	Blocked and Clogged	72	Scarred, Scratched, and Scored
57	Broken and Sheared	73	Seized
58	Coating and Sealant	74	Specifications and Drawings
59	Compressor Stall	75	Spray Pattern
60	Cracked	76	Stripped
61	Cut and Deteriorated	77	TO N, C, and W
62	EGT Excessive	78	Turbine Cooling Air
63	EVP and SUMP	79	Vibration
64	Fluctuation	80	Worn, Chaffed, and Frayed
65	Inc Torque and Loose	81	Other
66	Missing Part and Incomplete		

## CHAPTER 8

### AIR FORCE BAD ACTOR PROGRAM

#### 8-1 BACKGROUND.

The purpose of the Air Force Bad Actor Program is to identify serial-numbered items that enter the repair cycle at an abnormally high rate when compared to the total population of like assets and to repair them or remove them from supply. The following policy and procedures resulted from a one year prototype program sponsored by HQ USAF/ILMM (PROJECT ACTOR), recommendations from AFMC Project LM870736 (the Bad Actor Management Study), and processes developed by the Bad Actor Process Action Team (PAT).

8-1.1 The program procedures are written to compensate for the different maintenance philosophies of weapon systems and using commands. This provides both the using commands and AFMC the maximum amount of flexibility in running an effective Bad Actor Program for their weapon systems. The System Managers (SM), Engine Managers (EM), and Commodity Managers (CM) are encouraged to develop Memorandums of Agreements (MOAs) with their using commands to cover any specific weapon system, engine, and/or commodity program requirements. In addition, due to the variety of disciplines required for a successful program (inventory management, and distribution or supply) SM, EM, CM, and the using commands are encouraged to organize meetings with all team members to develop local procedures.

8-1.2 Included within this chapter are several guidelines that may be used by the SM, EM, CM, and/or using commands. These guidelines were developed from lessons learned during the prototype program and form the process flows defined by the Bad Actor PAT.

#### 8-2 SELECTION PROCEDURES.

The SM, EM, CM technical staff and the user select part numbers or work unit codes (WUC) for Bad Actor management. The Product Improvement Working Group (PIWG) meeting is the forum where the field and depot identify part numbers or WUCs for Bad Actor management. Candidates should include all major Line Replaceable Units (LRU) and systems.

8-2.1 The using command, SM, EM, and/or CM review the Reliability and Maintainability Maintenance Information System (REMIS), G081, Material Improvement Projects (MIP), and Deficiency Reports in the Application Support Environment (INFOCEN/ASE) database, i.e., G021, DB22, DB26, etc., and the Core Automated Maintenance System (CAMS), data to identify part numbers or WUCs for systems suspected of containing a high number of Bad Actor LRUs.

8-2.2 Ninety days prior to the Product Improvement Working Group (PIWG), the SM, EM, and/or CM shall submit to the using command a list of part numbers for which they have and engineering failure analysis capability. The SM, EM, and/or CM may consider using contractor support to analyze support part numbers where no organic capability exists.

8-2.3 The using command will use this 90-day period to evaluate the list of part numbers from the SM, EM, and/or CM and their own repair data to identify part numbers to serially track. The using command may recommend part numbers not on the list that need to be addressed by contractor support. The SM, EM, and/or CM shall provide an engineering finds status at the PIWG so that contractor support requirements can be prioritized.

8-2.4 Document selected part numbers or WUCs in the weapon system TO-6, section II, part D, in accordance with TO 00-20-2 and MIL PERF-5095E, Preparation of Inspection and Maintenance Requirements; Acceptance and Functional Check Flight Procedures and Checklists; Inspection Workcards; and Checklists.

8-2.5 If an LRU being considered for Bad Actor management contains subassemblies that do not have serial numbers, the selection of that LRU should not be excluded if it is cost effective to inscribe or affix a serial number on each subassembly. The SM, EM, and/or CM technical staff shall provide depot maintenance organizations with detailed instructions for inscribing or affixing serial numbers.

### **8-3 IDENTIFICATION PROCEDURES.**

8-3.1 Maintenance activities at all levels shall document maintenance actions by serial number for the selected part numbers or WUCs. Maintenance organizations retain all repair information required by the weapon system MOA.

8-3.2 Maintenance activities at all levels use the selection criteria coupled with the historical serialized repair information to identify a Bad Actor.

8-3.3 If a Bad Actor is identified on the flight line, and is coded for limited off-equipment repair, the flight line activity forwards the Bad Actor and its technical fault information to the off-equipment activity.

8-3.4 Field maintenance activities use G081 or CAMS to document maintenance history by serial number and to identify Bad Actors. Field maintenance organizations are authorized to use G081 or REMIS for analysis.

8-3.5 SM are encouraged to develop a process to identify Bad Actors through data analysis. All sources of repair should be notified of the results of the analysis (figure 8-1).

### **8-4 DEPOT MAINTENANCE DATA DOCUMENTATION SYSTEMS.**

Depot maintenance activities input all maintenance actions into the appropriate maintenance data documentation system. SM, EMs, and/or CMs determine if contractor repair activities require data documentation in the contracts.

### **8-5 ACCOUNTABILITY AND/OR SUPPLY PROCEDURES.**

8-5.1 Bad Actor accountability and/or supply procedures start when a serial numbered asset has been identified as a Bad Actor.

8-5.2 When a Bad Actor has been identified, maintenance activities submit a Product Quality Deficiency Report (PQDR) in accordance with TO 00-35D-54. The subject of the PQDR will include the words "BAD ACTOR." The PQDR will also include the serial number(s) in the appropriate field. Depot maintenance activities may request the SM, SPD, EM, and CM to approve a tailored version of the PQDR (figures 8-3 and 8-4).

8-5.3 Maintenance activities shall treat an identified Bad Actor as an exhibit in accordance with TO 00-35D-54. Tag the exhibit with the words "BAD ACTOR" and "PROJECT CODE: 366." Do not label or mark the exhibit itself the Bad Actor. Provide a report on all the facts that led to the identification of the Bad Actor: faults detected, test equipment used, TO and procedure number, attempted corrective actions, etc., be provided with the exhibit.

8-5.4 Upon shipment of the exhibit, shipping information will be provided to SM, SPD EM and CM to include date method of shipment, transportation control number, and MIP number if appropriate.

### **8-6 SINGLE POINT OF CONTACT OFFICE (SPOCO).**

8-6.1 When a Bad Actor DR is received into the SPOCO or other responsible activity at the ALC, a "Y" will be entered into field I950 of the INFOCEN/ ASE database.

### **8-7 ENGINEERING ANALYSIS ACTIVITY TO MAINTENANCE.**

8-7.1 If an engineering analysis facility is able to repair the Bad Actor, the engineering analysis activity will contact the equipment specialist (ES) for the disposition instructions. The engineering analysis activity will not forward the repaired Bad Actor to a depot supply warehouse without disposition instructions from the ES.

8-7.2 The SM, SPD, EM and CM shall ensure that contractors performing Bad Actor engineering analysis abide by the requirements of the above paragraph.

### **8-8 ENGINEERING FAILURE ANALYSIS PROCEDURES.**

8-8.1 The SM, SPD, EM and CM, or contractor responsible for conducting the engineering analysis, shall attempt to identify variability design problems that would expose the symptom of a larger, more universal problem. The engineering analysis will also take into consideration the economics of conducting a full investigation of the Bad Actor. At the same time, during the analysis it may be more economical to scrap the Bad Actor rather to repair it. Due to the intermittent nature of many Bad Actor failures, the engineering

analysis activity will not close a project out as an isolated incident if there is sufficient repair data from the field. The SM, SPD, EM and CM technical staff may contact the originating point if additional data is required for the evaluation (figure 8-5).

8-8.2 The SM, SPD, EM and CM technical will need to develop local procedures that go beyond the routine depot maintenance for accomplishing the engineering analysis. The technical staff shall also develop disposition criteria, which will assist in determining whether to repair or scrap a Bad Actor. The SM, SPD, EM and CM technical staff may use engineering tools available at their activity to perform an engineering analysis.

8-8.3 If the SM, SPD, EM and CM does not have an engineering failure analysis capability for the selected part numbers, they are authorized to use Sustaining Engineering Funds when available. In addition, to prevent a backlog of Bad Actor projects, the SM, SPD, EM and CM may use Sustaining Engineering Funds to assist in their evaluation.

8-8.4 If an organic engineering analysis capability does not exist the SM, SPD, EM and CM technical staff shall accomplish a cost and/or benefits analysis for establishing an organic analysis capability. If an organic capability proves to be economically beneficial, the SM, SPD, EM and CM will submit their requirements via a weapon system Program Decision Package. This capability will be established within the responsible SM, SPD, EM and CM.

8-8.5 Any Test Program Set (TPS) deficiencies or design changes to LRUs and/or SRUs shall be corrected by the SM, SPD, EM and CM or responsible engineering organization.

## 8-9 ENGINEERING ANALYSIS GUIDELINES.

8-9.1 Recommended depot engineering failure analysis equipment and/or resources:

8-9.1.1 Hot Bench Mock-Up. A mock-up of the weapon system LRU capable of exercising all LRUs in the system configuration.

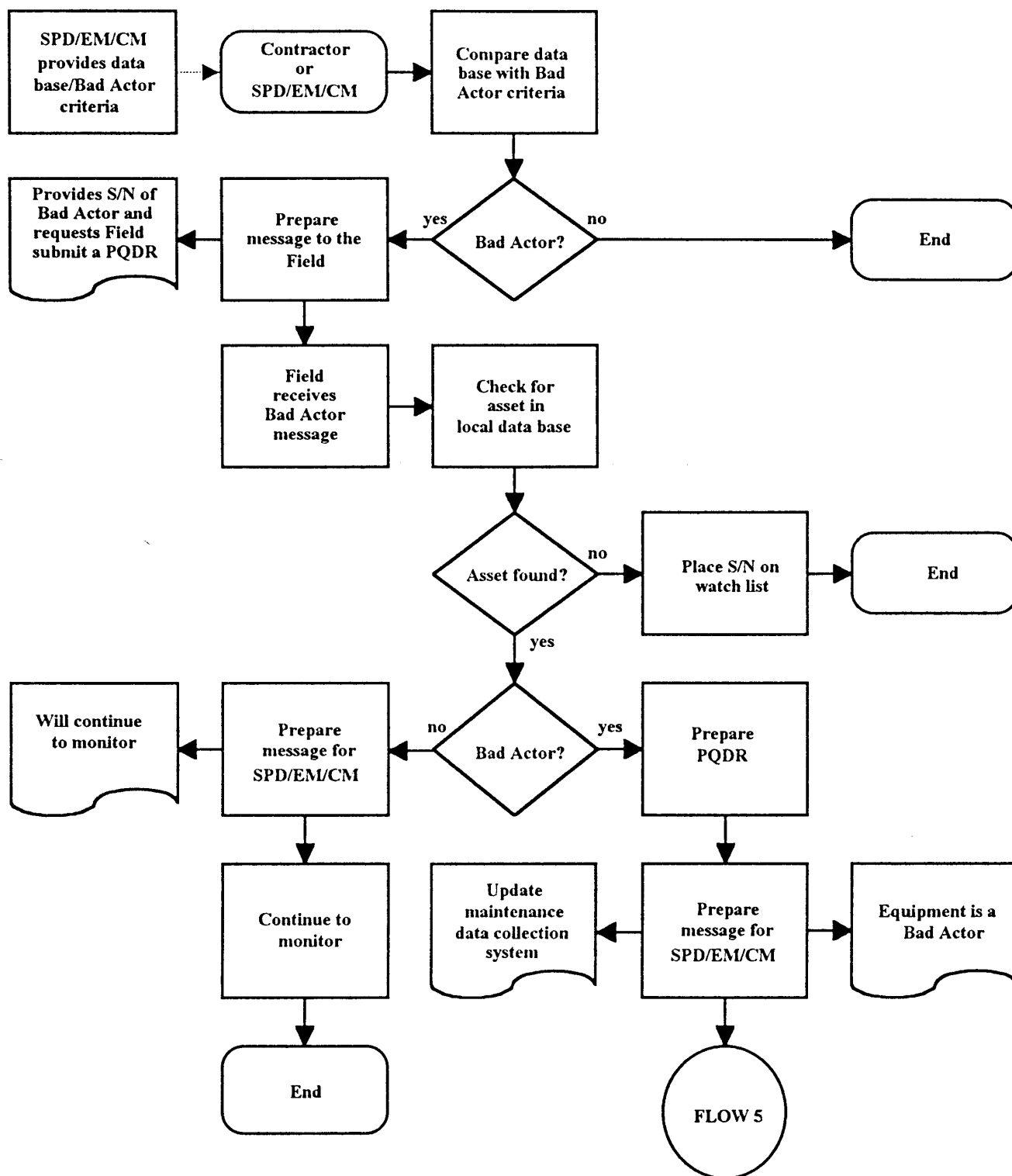
8-9.1.2 Environmental Test Chamber. A chamber that can vibrate and temperature cycle weapon systems LRUs. The ideal test arrangement allows the suspect Bad Actor LRU to undergo environmental cycling while connected to the hot bench mock-up to simulate actual flight conditions.

8-9.1.3 Additional Test Equipment. Spectrum analyzers, oscilloscopes, power meters, and any other equipment necessary to perform Bad Actor analysis.

8-9.1.4 Engineers and technicians familiar with the design and operation of the weapon systems and its test equipment.

### NOTE

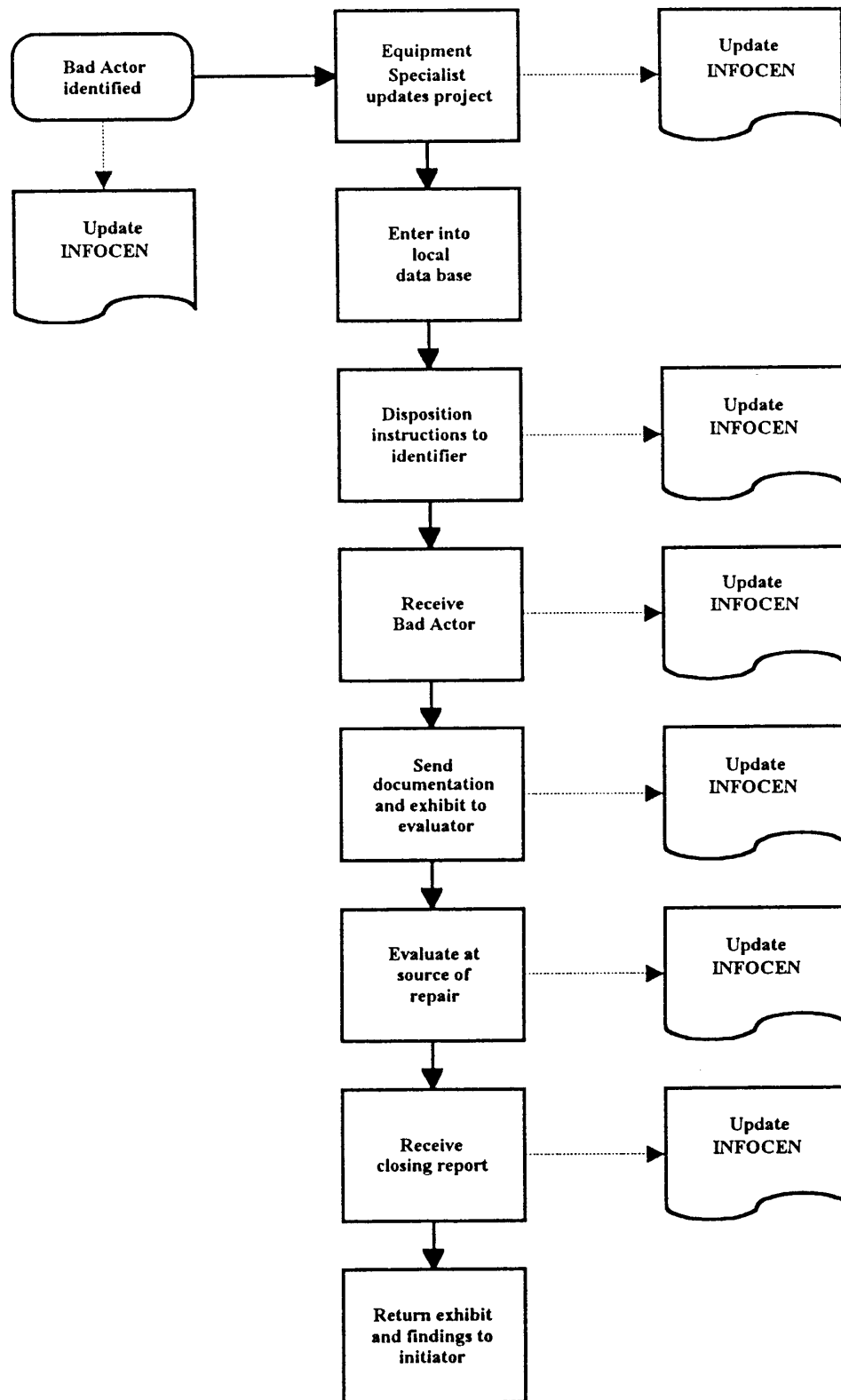
SMs, SPDs, EMs and CMs should investigate the possibility of acquiring any of the above equipment and/or resources for contractors involved in the development, test, or sell-off of the weapon system to the government.



H9307395

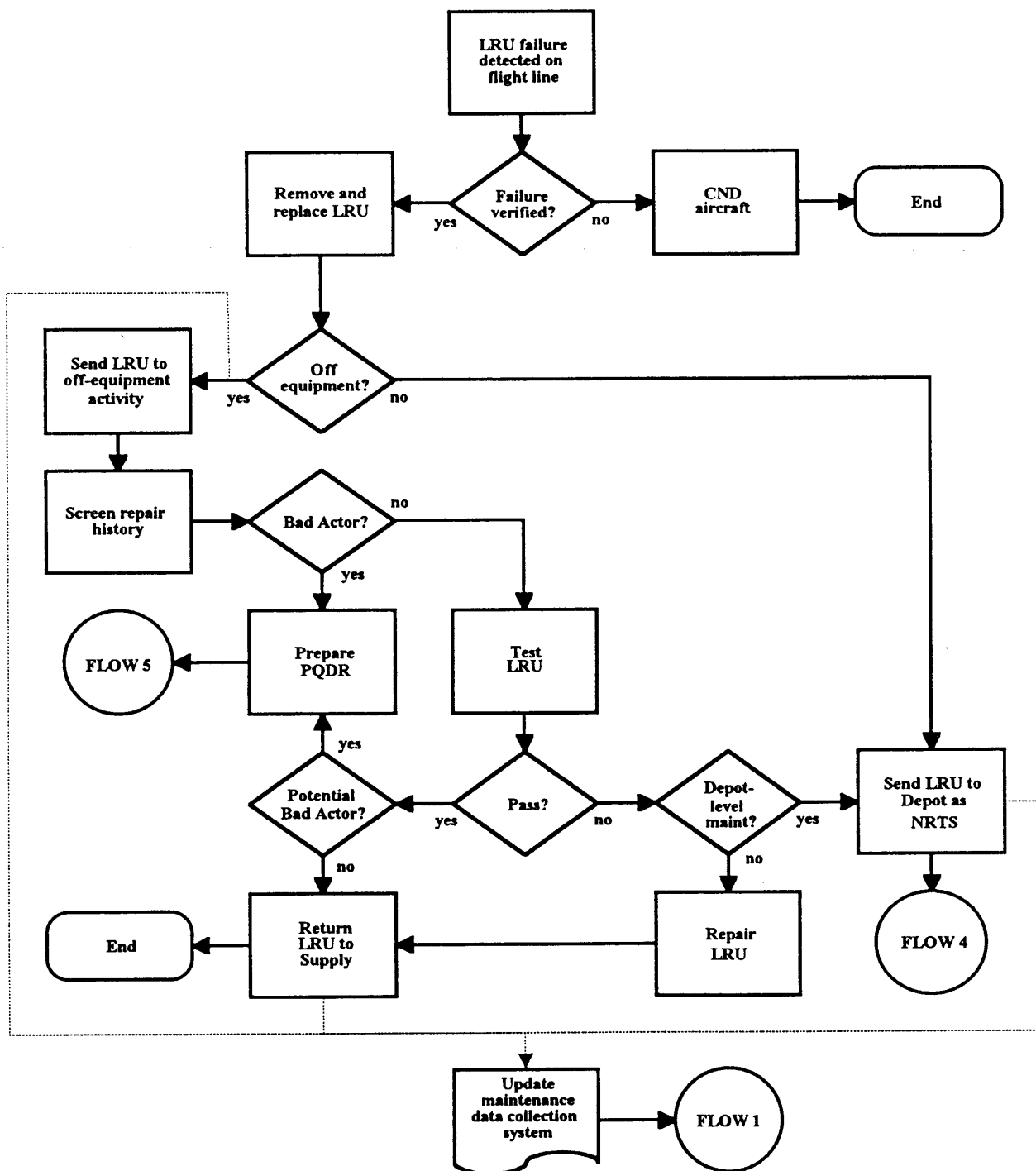
Figure 8-1. Identification of Bad Actors Through Data Analysis (Flow 1)





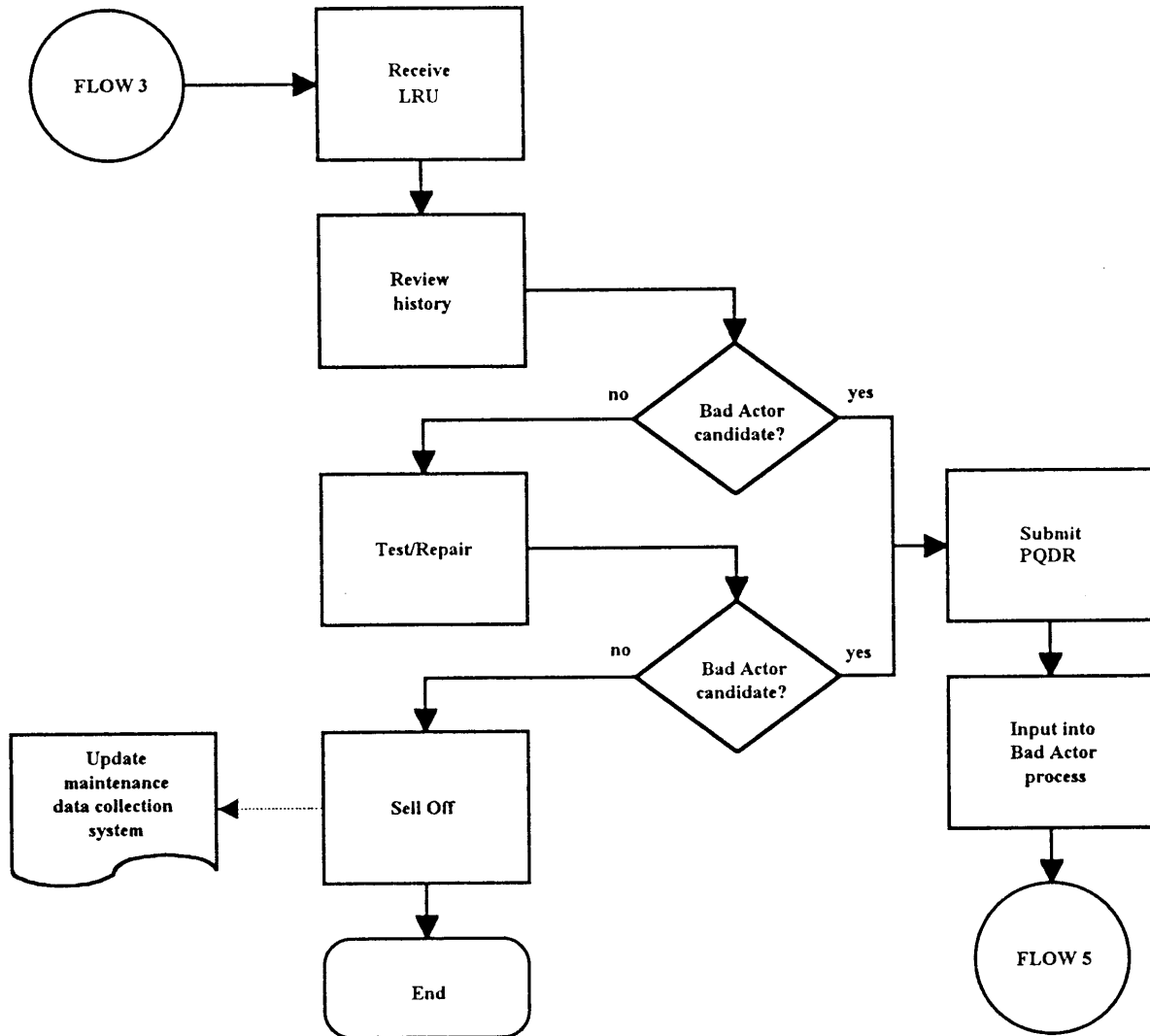
H9307396

Figure 8-2. Tracking of Bad Actors (Flow 2)



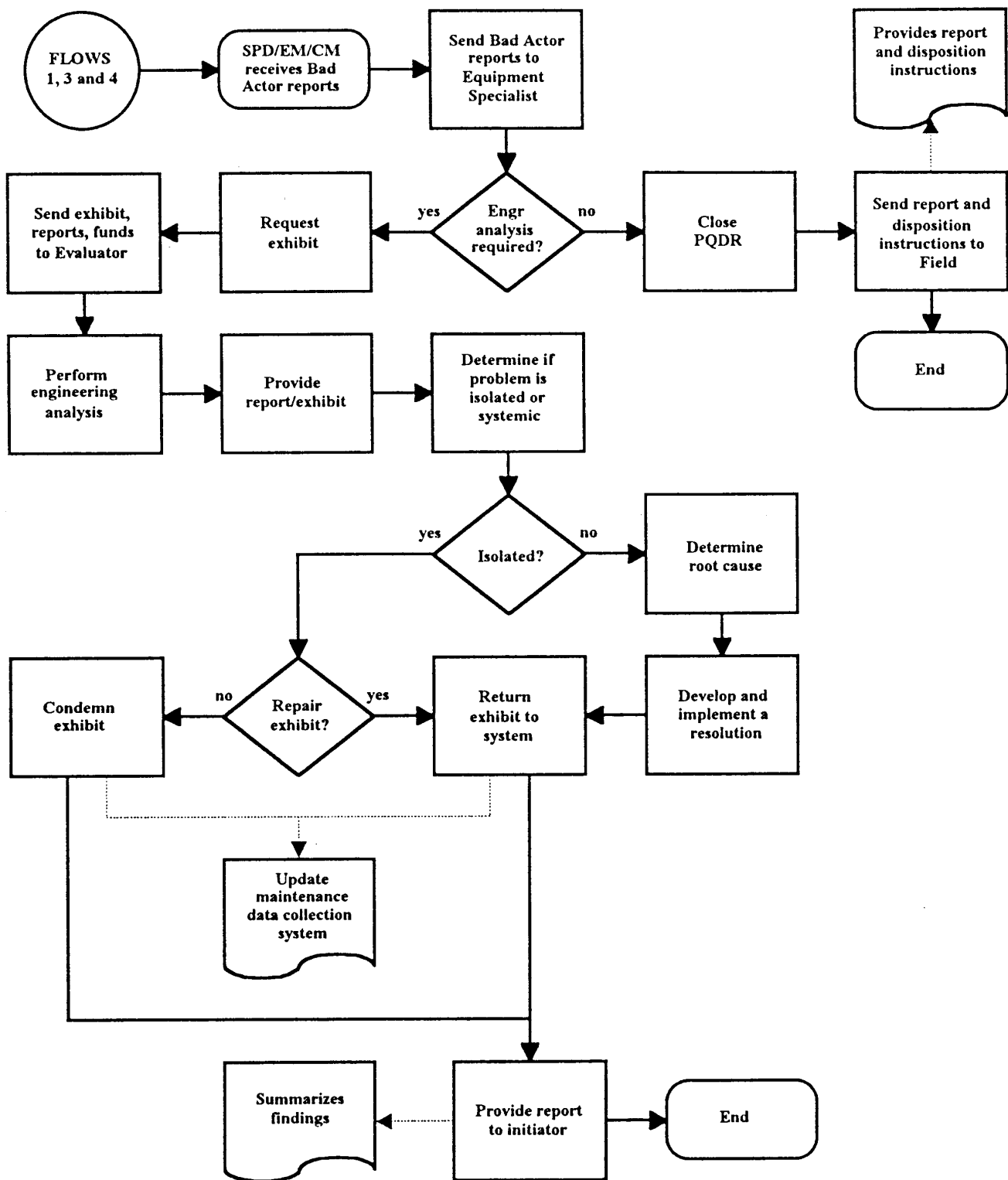
H9307397

Figure 8-3. Unit-level Identification of Bad Actors (Flow 3)



H9307398

Figure 8-4. Depot Identification of Bad Actors (Flow 4)



H9307399

Figure 8-5. Resolution of Bad Actors (Flow 5)

## CHAPTER 9

### ACCEPTANCE INSPECTION DEFICIENCY REPORT SUBMISSION, PROCESSING, AND RESOLUTION

#### 9-1 PURPOSE.

9-1.1 This chapter establishes the policy, responsibility, and procedures for submission, processing, and resolution of Acceptance Inspection Deficiency Reports (AI DRs) on aircraft/engines (Field I70, commonly known as QAKA/QAKE). The objective of the AI DRs are to allow the Air Force customer a process to identify any problems with an aircraft or engine on its return to their organization. These problems can then be worked to resolution and changes can be made to produce a better product. For submission of DRs under normal circumstances, reference chapter 3; for submission of DRs under Test and Evaluation, reference chapter 2; and for submission of DRs for FMS, reference chapter 5.

#### NOTE

Feedback books/forms provided to the customer shall not replace formal deficiency reporting as required by this T.O. If alternate feedback mechanisms are used, the CANNOT be used for CRITICAL/MAJOR defects and must clearly state that the information provided is informational only and does not fulfill the reporting requirements of this T.O.

#### 9-2 SCOPE.

9-2.1 This chapter applies to all bases, depots, and contractors, as applicable, who perform ALC administered Depot Level Maintenance (e.g.: PDM, speedlines, modification lines (modlines), contract maintenance, organic maintenance, new acquisitions, etc.) on aircraft/engines. Initiating and submitting AI DRs is performed by originators and originating point(s). Reviewing and processing of AI DRs is performed by the appropriate screening/action points.

#### 9-3 ORIGINATOR RESPONSIBILITIES.

9-3.1 The accepting activity will be responsible to inspect, identify, and document deficient conditions. Ensure supporting data is made available to the originating point. The accepting activity should develop an acceptance checklist based on the Work Requirements Package. Work Requirements Packages should be available through the lead command MAJCOM Functional Manager or System Program Office. (IAW T.O. 00-25-4: "The SPD will furnish to each owning activity, by 1 Sep of each year or as soon as possible thereafter, a copy of the respective work specification for the fiscal year beginning 1 Oct of that year. Owning activities will provide copies of the work specification to their respective operating units.") Inspections should be completed within 30 days after delivery (for engines, this requirement is applicable when unit receives item from supply) and the report submitted within 13 calendar days after the AI is complete. Exceptions should be coordinated with the Action Point. Any report received after the above time period will be investigated as a QA1, unless previously coordinated with the Action Point.

9-3.1.1 The reporting of all Critical and Major defects is mandatory. This includes defects identified during acceptance inspections conducted at the repair facility. Reporting of minor defects related to depot work requirements is highly encouraged. These defects are treated, as information only, with no reply required. The defects found will be reported using the Acceptance Inspection procedure of the appropriate Application Support Environment database (GO21, DB12, DB22, DB26, etc) even through these defects may be repaired on site (to include units co-located at ALCs). AI DRs will include, but are not limited to, defects in the following noted conditions:

- a. Safety
- b. Foreign Objects
- c. Failure to comply with the applicable Work Requirements Package
- d. Air Worthiness
- e. Non-compliance with Tech Data

NOTE

Acceptance Inspection DRs on aircraft and engines assigned to the Special Air Mission (SAM) fleet, 89AW, will include data on minor defects in addition to major and critical deficiencies.

9-3.2 The originator prepares draft AI DR utilizing the Deficiency Report Entry and Mail System (DREAMS) QAK-AI template, equivalent worksheet, or SF 368 Product Quality Deficiency Report. The draft should contain the basic information and any recommendations the originator has for fixing the problem. Use only the data elements needed to describe the identified deficiency. Supporting digital data (photos, audio, etc.) is encouraged. Field I70 needs to be input with QAKA (for aircraft), QAKE (for engines). Refer to field I70 in Appendix A. This includes acceptance inspections performed at contractor or government facilities.

9-3.3 The originator should identify, secure, segregate, and tag any associated item, equipment, material, or media on the system, product, or material being reported IAW chapter 6.

9-3.4 Forward the draft AI DR with supporting data to the originating point (Product Improvement Manager / Phoenix Star / Quality Assurance office).

#### **9-4 ORIGINATING POINT RESPONSIBILITIES.**

9-4.1 The originating point has overall DR management responsibility and serves as the base level focal point for all submitting organizations. The originating point is the designated representative with overall control of the originating process. The originating point will interact with the originator as required to ensure the AI DR is valid, accurate, and complete. The originating point will ensure submittal criteria is met, exhibit is available if appropriate, and AI DR is submitted. The originating point will track the progress and resolution of the AI DR after submittal by accessing the appropriate database.

##### **9-4.2 *Verify and Certify the Draft AI DR.***

9-4.2.1 Verify the completeness and accuracy of the critical/major/minor defect IAW the appropriate Work Requirements Package (e.g., sequence of events, details of the problem, originator's recommendations, etc). Originating Point will classify the defects. If the defect is outside the scope of the Work Requirements Package, it should be reported as an information only DR IAW chapter 3 of this T.O. The report shall document that this defect was identified during the AI but was deemed to be outside the scope of the Work Requirements Package.

9-4.2.2 *Verify Security Classification of the AI DR.* Ensure AI DRs do not contain classified, source selection sensitive, competitive prototype, proprietary, or other sensitive information unless the report complies with AFI 10-1101, AFR 100-20, AFFARS Appendix AA and BB, and other applicable directives. Do not transmit classified information into unclassified databases.

9-4.3 Prepare final AI DR in appropriate format and assign the Report control Number (RCN) (tables 3-3 and 3-4).

##### **9-4.4 *Submit Final Report.***

9-4.4.1 Submit final report to the appropriate ASE database via approved automated means. If this is not feasible, message (table 3-4), facsimile, or other reporting method may be used on an exception basis when prior approval is arranged between the submitting organization and the responsible SM. If these alternative methods are used, the SM will ensure the screening point/action point enters the required data into the appropriated data base field. These guidelines do not preclude reporting of latent defects in the future via a deficiency report (QA1). AI DRs will be submitted as Category II reports to ensure proper routing.

9-4.4.2 Report serious safety hazards immediately by telephone or facsimile. E-mail may also be used as a backup. All safety-related AI DRs should be coordinated with the local safety office.

9-4.4.3 Process exhibit and support data IAW paragraph 6-6 and table 3-3, item 22f.

#### 9-4.5 *Status Inquires.*

9-4.5.1 The originating point will obtain status of outstanding AI DRs by directly accessing the appropriate data base weekly as a minimum, recommend daily. The originating point will follow up on exhibit shipping instructions, requests for further information or supporting data, requests for verification, etc. If no initial response or update is received from the screening point/action point by the status due date (NLT 30 days), the originating point must assure that the originator receives all updates and results of the investigations.

9-4.5.2 Feedback is a crucial part of the DR process. The Screening Point/Action Point, normally considered to be the expert, must rely on feedback from their interfaces, i.e. originating point, screening point, support point etc., to ensure that closing, corrective and preventive actions are accurate. All participants within the DR process are strongly urged to contact the Action Point with their comments, positive or negative. The Screening Point/Action Point's name/user name and phone number are displayed in I450 or I1090. Disputes should be resolved with the Action Point. If a dispute cannot be resolved within 30 days, the originating point will notify the appropriate using MAJCOM POC and work with the action point if any disagreement is noted with the response or resolution of the AI DR. Summary of all correspondence/actions should be recorded in the appropriate database record (Action Summary I1400). Within 45 days after closure of the AI DR, the originating point will access the DR Process Feedback Procedure to provide ratings/comments on the DR process for this report.

### 9-5 MAJCOM FUNCTIONAL MANAGER RESPONSIBILITIES.

9-5.1 The MAJCOM functional manager should query the ASE database on a regular basis and be aware of deficiencies related to their area of responsibility including all weapons systems/subsystems. IAW T.O. 00-25-4: "The SPD will furnish to each owning activity, by 1 Sep of each year or as soon as possible thereafter, a copy of the respective work specification for the fiscal year beginning 1 Oct of that year. Owning activities will provide copies of the work specification to their respective operating units."

### 9-6 SCREENING POINT/ACTION POINT RESPONSIBILITIES.

9-6.1 Acknowledge receipt of AI DRs within 10 calendar days. When AI DRs have been submitted via electronic/automated means, receipt acknowledgment and detailed exhibit disposition instructions will be placed directly into the ASE data base record (in accordance with chapter 6, paragraph 6-8). When DRs have been submitted via manual methods (message, SF 368 Forms), acknowledgments and exhibit disposition instructions will be by message or other appropriate means to the originating point (and appropriate information addressees). Upon receipt, review the report to make sure each defect is correctly classified and meets the qualifications of this TO. If the report does not meet the qualifications of the TO, notify the originating point before either changing or not accepting the defect. Every effort is made to resolve disagreements at the lowest possible level. When significant disagreements cannot be resolved, the AI DR will remain open and be elevated, as necessary, to the next management level for resolution. However, if not resolved, the SM will have final authority on classification of all AI DRs.

#### NOTE

If an exhibit exists, disposition instructions are required regardless of whether the exhibit is requested for investigation. Initial disposition instructions such as "continue to hold" may be used with explicit rationale included.

9-6.2 When misrouted AI DRs are received, transfer the AI DR to the responsible action point by forwarding, electronic retransmission or by internal ASE data base transfer as soon as possible.

9-6.3 As required, the action point requests a technical evaluation by a support point to determine: whether the noted condition is within the Work Requirements Package, type of additional data needed to evaluate the condition, whether further investigation is needed for resolution, and the course of subsequent investigation. The support point may be composed of SM internal engineering/technical support, contractor, other logistics or product centers, or other DoD component personnel. The screening point/action point updates the database as significant changes occur (at least monthly).

9-6.4 Initiate request for support point assistance as required within 10 calendar days of AI DR receipt. Include all pertinent information, which will aid the support point such as supporting data from the originating point.

9-6.5 Retain internal Air Force screening/action point responsibility for those AI DRs forwarded across component lines for investigation under AFI 21-115. The Air Force action point becomes the screening point when AI DRs are forwarded to other DoD components. Monitor the AI DR investigation through coordination with the action point and if applicable, ensure that such information is entered into the appropriate database. Notify support point of any significant changes to their investigation reports. Be sensitive to other deficiencies uncovered during the investigation and initiate further reporting action under this technical order for those deficiencies. Review all deficiency reports for potential trends.

9-6.6 Review all investigation reports and ensure that support point has identified root cause of defect as well as corrective/preventative action as applicable. Ensure that such information is entered into the appropriate database. Notify support point of any significant changes to their investigation reports. Be sensitive to other deficiencies uncovered during the investigation and initiate further reporting action under this technical order for those deficiencies. Review all deficiency reports for potential trends.

9-6.7 Action points/support points should accept all defects unless there is specific credible information that the ALC was not responsible for the defect.

9-6.8 The screening point/action point will provide updated status every month, at a minimum, to the originating point within the ASE data base appropriate record.

9-6.9 When closing the report, provide an explanation to the originating point in ASE data base field I1340 and enter the appropriate data in fields I1810 through I3770. Close reports within 10 calendar days after receipt of final investigation results.

#### **9-7 SUPPORT POINT RESPONSIBILITIES AI DR INVESTIGATION.**

9-7.1 Acknowledge receipt of AI DR and accomplish investigations as requested by the action point. The investigation will determine the cause and corrective/preventative action, as applicable for each reported critical/major defect (minors are optional).

9-7.2 Provide interim or final reply to the action point within 30 calendar days. A later suspense data may be established by action point and support point.

9-7.3 Ensure corrective measures are incorporated on the production line and document actions in accordance with AFMCI 21-108, paragraph 2-9.2.1.

9-7.4 Provide position with respect to repair cost as applicable.

9-7.5 Ensure exhibits are not altered/disposed of without written approval from the action point in coordination with the item manager.



# APPENDIX A

## DEFICIENCY REPORTING SYSTEM (DRS)

### DATA ELEMENT FORMATS/DESCRIPTIONS

#### TO 00-35D-54

This section has the entire list of data elements that can be used in an individual Deficiency Report, however only use those data elements which are applicable to that individual Deficiency Report.

Field Name:	I 1
Field Label:	File Number
Source:	Report initiator
Format:	3 N.
	002 = SM-ALC's file
	003 = OO-ALC's file
	004 = OC-ALC's file
	005 = SA-ALC's file
	006 = WR-ALC's file
	007 = SCNA (AMRAAM) file
	008 = Predator UAV file (ASC/RAB)
	009 = OO-ALC file (ICBM SPO)
	010 = 88th OSS/OSE
	011 = SOF DRs (ASC/LU)
	017 = ASC/YNLT (F-117)
	101 = DMSP's file (SPO file)
Description:	This designates the G021 activity responsible for the resolution of a deficiency. Use D043A, FEDLOG, etc to determine item management responsibility.
Field Name:	I2
Field Label:	Accession Number
Source:	No data input to this field. Computer generated.
Format:	9 N. 123456
Description:	This unique number is generated/established for each document by the computer when a document is created.
Field Name:	I3
Field Label:	Date of Last Edit
Source:	No data input to this field. Computer generated.
Format:	8 N. YYYYMMDD
Description:	This date changes only when the particular record has been edited. NOTE: All date fields are the Gregorian year, month, and day 19910201.
Field Name:	I4
Field Label:	Workload Transfer
Source:	SPOCO/Equipment Specialist/QAS.
Format:	2A Valid Entries: OC, OO, SA, SM, WR. If unknown or not applicable, leave blank.
Description:	Code used to identify the original ALC from which workload has been transferred. i.e., (Workload transferred from an ALC as the result of BRAC or workload realignment between ALCs).
Field Name:	I5
Field Label:	Input Status
Source:	Input Record. Computer generated.
Format:	3 A NEW

Description: Field I5 is input so that new reports can be found. When the report has been edited and an entry is made in the appropriate validation field, the computer deletes the "NEW."

Field Name: I20  
Field Label: Subject  
Source: Report initiator  
Format: A/N. PRIMARY HYDRAULIC PUMP SEALS LEAK  
Variable Length

Description: A brief description of the defect using words that a person might use to locate the records. To track credit reversal DRs in this field, Action Points/ Screening a space and "CR" after the current field entry.

Field Name: I30  
Field Label: Date Input into INFOCEN/ASE  
Source: No data input to this field. Computer generated.  
Format: 8 N. YYYYMMDD  
Description: This is the date the document is established in the system.

Field Name: I40  
Field Label: Report Msg DTG  
Source: Report Originator's Message  
Format: 14 A/N. 081515Z Aug 90 (May be left blank)  
Leave space before and after month.

Description: This is the date time group of the incoming report message.

Field Name: I45  
Field Label: Action Point Receipt Date in ALC/SPO  
Source: ALC/SPO  
Format: 8 N. YYYYMMDD (May be left blank)  
Description: This is the date the report was received in the ALC/SPO Action Point's office.

Field Name: I49  
Field Label: Originator Base/Address  
Source: Report Originator  
Format: 35 A/N. Travis AFB; 805 Walker St  
Description: This field is used to format the report initiator's location for responses- -base or street address, as appropriate.

Field Name: I50  
Field Label: Originator Installation  
Source: Report Originator  
Format: 70 A/N. 474TFW/MAQ NELLIS AFB NV 89191-5000  
(No punctuation)

Description: The report initiator's organization and office symbol.

Field Name: I51  
Field Label: Originator City, State, Zip Code  
Source: Report Originator  
Format: 35 A/N. AR 72315-5000; Marietta GA 30060-5000;  
APO San Francisco 96328-5000

Description: This field is used to format report initiator's location for responses city, state, APO, and Zip, as appropriate.

Field Name: I52  
Field Label: Originator Name, Phone Number, Date Submitted  
Source: Report Originator  
Format: 70 A/N. John Jones, DSN 787-0000, COM (937) 257-0000, YYYYMMDD  
NOTE: All date fields are the Gregorian year, month, and day, e.g., 19910201.

Description: The originator's name, phone number and the date the report is being submitted.

Field Name: I55  
Field Label: Originating Point  
Source: Report Originator's Originating point.  
Format: 78 A/N. 474TFW/MAQ Nellis AFB NV 89191-5000  
(No punctuation)  
Description: The complete address of the originator activity's originating point, including office symbol.

Field Name: I57  
Field Label: Originating Point Name, User name, Phone Number, and Date Verified  
Source: Report initiator's Originating point  
Format: 78 A/N. John Doe, DSN 787-0001, COM (937) 257-0001, YYYYMMDD  
Description: The name, phone number, and the date the report was verified by the report initiator's originating point.

Field Name: I60  
Field Label: Report Category (CAT I or CAT II)  
Source: Report Originator  
Format: 1 N. 1 2  
Description: This designates the record as a Category 1 or Category 2 report.

Field Name: I61  
Field Label: Operational Impact Statement  
Source: Report Originator  
Format: A/N Variable Length (Mandatory for CAT I, optional for CAT II DRs)  
Description: A brief description by the report originator of the operational impact / in test phase may be used to identify a future IOT&E/FOT&E impact.

Field Name: I63  
Field Label: Test Category Priority  
Source: CTF/Test Organization  
Format: 2 Alpha/Numeric  
(For Category I reports)(Correct before next phase of testing)  
1A Mission failure will result if situation is not resolved, and no workaround exists. Interim release of corrected software/hardware is required.  
1B Severe mission degradation will result if not resolved, and no acceptable workaround exists.  
1C The deficiency will jeopardize safety, security, or other requirements designated "Critical."  
2A Adversely affect the accomplishment of an essential capability and no workaround is known.  
2B Adversely affect technical, cost, or schedule risks to the project or to life cycle support of the system, and no workaround is known.  
(For Category II reports)(Correct as soon as possible)  
3A Adversely affect the accomplishment of an essential capability but a workaround is known.  
3B Adversely affect technical, cost, or schedule risks to the project or to like cycle support of the system, but a workaround is known.  
4A Result in user/operator inconvenience or annoyance but does not affect a required operational or mission-essential capability.  
4B Result in inconvenience or annoyance for development or maintenance personnel but does not prevent the accomplishment of the responsibilities of those personnel.  
5 Any other effect  
Description: Used to further prioritize the category (I60) of this report.

Field Name: I65  
Field Label: Command/CTF Prioritization  
Source: 6 Designated SPO/MAJOM  
Format: Alpha/Numeric Field Label

**Description:** Command/CTF Prioritization

**Field Name:** I70  
**Field Label:** QA1 or QAKA/QAKE Report  
**Source:** ALC /ORIGINATING POINT  
**Format:** 4 A/N. QA1, QAKA, or QAKE  
 If not applicable, leave blank

**Description:** If field I550=QDR and I5 not equal NEW, then I70 MUST have an entry. QA1 designates QDR main (commodity) file; and QAKA (aircraft) or QAKE (engine), In Reports (A&I Reports).

**Field Name:** I75  
**Field Label:** DODAAC  
**Source:** Report Originator  
**Format:** 6 A/N FB4877

**Field Name:** I80  
**Field Label:** Report Control Number  
**Source:** Report Originator  
**Format:** 25 A/N. FB4877910001 474TFW (MUST have a space between sequential number and originating unit activity designator.)

**Description:** The first 6-A/N digits are the DoD Activity Address Code (DODAAC) of the organization submitting the report, e.g., FB4877. NOTE: DODAACs are listed in DOD 40 next 6-N digits are the last 2 digits of the calendar year and a sequential number starting with 0001 for each new year, e.g., 910001. The final 12 digits are the originating e.g., 474TFW - D1 6151CAMS. RCNs for contractor will begin with zero (0) followed by the applicable Commercial and Government Entity Code (CAGE), as listed in H4/H8 Handbook, followed by last 2 digits of the CY identifier and a four digit sequence number starting with 0001. Company name can be included in the remaining 12 digits, if desired; Unit: FB2300910001 4950TW Detachment: FB1111910001 D1 6151CAMS Contractor: 012345910001 PMCO. This is a required field except for records with an I550 PROJECT SOURCE value of VIWG, or Enhancement.

**Field Name:** I85  
**Field Label:** Receipt/Acknowledgment Date  
**Source:** ALC/SPO  
**Format:** 8 N. YYYYMMDD  
**Description:** Date the SPO/ALC receives/acknowledges deficiency report.

**Field Name:** I90  
**Field Label:** Mishap/HAP Control Number  
**Source:** Report Originator  
**Format:** A/N. 87-06-01 (Variable length)  
 If not applicable, leave blank.

**Description:** This designates the Mishap or HAP number, as appropriate. This field requires an entry if a Mishap/HAP has been reported.

**Field Name:** I92  
**Field Label:** Hazard Severity Categories (Codes)  
**Source:** Combined Test Force (CTF) Report Originator  
**Format:** 3 A/N.  
 I = Catastrophic (Death, system loss, or severe environmental damage.)  
 II = Critical (Severe injury, minor occupational environmental damage.)  
 III = Marginal (Minor injury, minor occupational environmental damage.)  
 IV = Negligible (Less than minor injury, occupational illness, or less than minor system or environmental damage.)  
 If unknown or not applicable, leave blank.

**Description:** Hazard severities are defined to provide a qualitative measure of the worst credible mishap resulting from personnel error; environmental conditions; design inadequacies; procedural deficiencies; or component failure or malfunction as shown in the MIL-STD-882C; this is the appropriate hazard severity code of the CAT I or CAT II Deficiency Reports.

**Field Name:** I95  
**Field Label:** Computer Program Identification Number (CPIN)  
**Source:** Report Originator (software deficiency report)  
**Format:** A/N. 83H-TPN19/ITA34-T001-OOA (Variable Length)  
 If the report is not an SDR, leave blank.

**Description:** If the report is a Software Deficiency Report, this is the computer program identification number. If no CPIN is assigned, "See Manufacturer's Part Number" will be entered.

**Field Name:** I100  
**Field Label:** National Stock Number  
**Source:** Report Originator  
**Format:** 19 A/N. 1650-00-948-1880 BJ (Dashes MUST be used)  
 Include MMAC, if applicable- -SPACE BEFORE MMAC.  
 If not stock listed, enter NSL or  
 NSL + FSC (NSL 1650), if FSC is known.  
 If submitting an SDR, enter N/A.

**Description:** This is the NSN and the applicable Materiel Management Aggregation Code (MMAC) of the deficient item being reported. The ML-C Basic/MCRL-1/D043A.

**Field Name:** I110  
**Field Label:** Nomenclature  
**Source:** Report Originator  
**Format:** 40A/N. INNER SHELL ASSEMBLY  
 (Text with no punctuation.)

**Description:** This is the noun of the item for which the report is being submitted.

**Field Name:** I120  
**Field Label:** Date Deficiency Discovered  
**Source:** Report Originator  
**Format:** 8 N. YYYYMMDD

**Description:** This is the date the defect was discovered. This has confirmed there is a reportable condition. This date must not be greater than the date the record is established or updated.

**Field Name:** I135  
**Field Label:** Gold Program Source  
**Source:** Report Originator  
**Format:** 70 A/N

**Description:** Unit/Base that has been identified as the source

Field Name:	I140
Field Label:	Manufacturer Source
Source:	Report Originator
Format:	70 A/N. General Dynamics Corp Ft Worth TX (Text with no punctuation)
Description:	The name of the manufacturer.
Field Name:	I145
Field Label:	Overhaul/Repair Source
Source:	Report initiator
Format:	70 A/N. General Dynamics Corp Ft Worth TX (Text with no punctuation); SMALC
Description:	The name of the maintenance contractor or Government Activity which last repaired or overhauled the deficient item.
Field Name:	I150
Field Label:	Manufacturer CAGE Code
Source:	Report initiator
Format:	5 A/N. 91763 98747 If contractor is unknown, enter 00000.
Description:	Enter the Contractor and Government Entity (CAGE) Code. The information can be found in H4/H8 Handbook or D043A., as listed in the H4/H8 Handbook or D043.
Field Name:	I155
Field Label:	Overhaul/Repair Source CAGE Code
Source:	Report initiator
Format:	5A/N. 91763 98747 If contractor is unknown, enter 00000.
Description:	If item was repaired by an ALC, enter TRC code, as follows: 98747 for OO-ALC 98748 for OC-ALC 98752 for WR-ALC 30653 for BGRC 0Z548 for Kadena Det 35 (Support Center Pacific) or as listed in H4/H8 Handbook or D043A
Field Name:	I160
Field Label:	Maintenance Type
Source:	No data input into this field. Computer generated.
Format:	1 A O C
Description:	If I70=QA1 or QAKA/E and I210=n and a contractor code is entered in I150, the computer enters a C; if I150=98747 or 98748 or 98749 or 98750 or 98752 or 30653, the computer enters an O. If I70=QAL or QAKA/E and I210=R and a contractor code is entered in I155, the computer enters a C; if I155=98747 or 98748 or 98749 or 98750 or 98752 or 30653, the computer enters an O.
Field Name:	I165
Field Label:	Shipper/City/State
Source:	Report Originator
Format:	50 A/N. Name of shipper who shipped the deficient item. If unknown or not applicable, leave blank
Description:	If the shipper of an item is different from the manufacturer, enter the shipper's name and location.

Field Name: I170  
Field Label: Manufacturer's Part Number  
Source: Report Originator  
Format: 32 A/N. 12X34567-12  
Description: The manufacturer's complete part number of the deficient item. Consult the Illustrated Parts Breakdown TO, supply publications, D043A, or similar sources to ensure correct identification of the item.

Field Name: I180  
Field Label: Serial/Lot/Batch No  
Source: Report Originator  
Format: 45 A/N. 123456 456  
Description: Manufacturer's serial, lot or batch number of the deficient item, as applicable.

Field Name: I190  
Field Label: Contract Number  
Source: Report Originator  
Format: 21 A/N. F42600-88-C-1111-BOA1 (USE DASHES)  
Description: The contract or other authorizing document number. The contract number may be obtained from historical records, serviceable tag, manufacturer's label or container accompanying the item.

Field Name: I195  
Field Label: Purchase Order Number  
Source: Report Originator  
Format: 20 A/N  
Description: Enter purchase order number, the PO number may appear on the container, purchase document and/or the item.

Field Name: I200  
Field Label: Requisition Number  
Source: Report Originator  
Format: 20 A/N. FB442772391234 (Example)  
Description: Enter requisition number; may appear on the container, purchase document and/or the item sequence as follows:

DODAAC	FB4427
Julian Date	7239
Serial Number	1234

Field Name: I205  
Field Label: Govt Bill of Lading Number  
Source: Report Originator  
Format: 17 A/N.  
Description: Enter the Government Bill of Lading number.

Field Name: I210  
Field Label: Item New/Repaired  
Source: Report Originator  
Format: 1 A N R U  
Description: Enter whether deficient item is new or repaired/overhauled, as appropriate. Refer to historical records, serviceable tags, etc., accompanying the item.

N = New  
R = Repaired/overhauled  
U = Unknown

Field Name: I220  
 Field Label: Date Manufactured/Repaired/Overhauled  
 Source: Report Originator  
 Format: 8 N. YYYYMM DD. If only year and month is given, use 01 for the day--do not input zeros. If FY quarter is given, enter the first day of start of FY quarter.  
 Description: The date the deficient item was manufactured or repaired/overhauled. Must not be greater than the date the record is established in the database or updated. If unknown, leave blank and so state in I340.

Field Name: I225  
 Field Label: Engine TAC Cycles  
 Source: Report Originator  
 Format: 5N 125 4100  
 Description: If unknown or not applicable, leave blank  
 This is the number of times the engine was cycled during the life of the engine at the time of the report.

Field Name: I230  
 Field Label: Operating Time at Failure  
 Source: Report Originator  
 Format: 9 N. 2.0 49 999.9 123.45  
 Description: If decimal point included, must be followed by one of two numbers.  
 From time item entered operational service as a new or repaired/overhauled item to time the deficiency was discovered.

Field Name: I235  
 Field Label: Government Furnished Equipment (Y/N)  
 Source: Report Originator  
 Format: 3 A/N. Y N N/A  
 Description: Self-explanatory. Contractors will answer Y or N: Y = Yes N = No Air Force units will answer N/A.

Field Name: I240  
 Field Label: Time Since New/Overhauled  
 Source: Report Originator 100  
 Format: 7N. 49 100  
 Description: If not applicable, leave blank.

Field Name: I250  
 Field Label: Time Since Installation  
 Source: Report Originator  
 Format: 7 N. 2 49 100  
 Description: If not applicable, leave blank.

Field Name: I260  
 Field Label: Aircraft/Support Equipment Time  
 Source: Report Originator  
 Format: 7 N. 500  
 Description: If not applicable, leave blank.  
 A/C taken from 781s, support equipment taken from hour meter if available.

Field Name: I266  
 Field Label: Quantity Received  
 Source: Report Originator  
 Format: 7 N. 0 - 9999999  
 Description: Total number of items received in the lot batch in which the condition was found. Disregard the unit of issue.

Field Name: I268  
 Field Label: Quantity Inspected  
 Source: Report Originator  
 Format: 7 N. 0 - 9999999  
 Description: Total number of items inspected in shipment.



Field Name: I270  
 Field Label: Quantity Deficient  
 Source: Report Originator  
 Format: 7 N. 0 - 9999999 Use numeric quantities only, NO COMMAS.  
 Description: The number of items determined to be deficient as a result of the inspection. Quantity shall be a count of each individual item disregarding unit of issue.

Field Name: I272  
 Field Label: Quantity in Stock  
 Source: Report Originator  
 Format: 7 N. 0 - 9999999  
 Description: The quantity of material from the same manufacturer remaining in stock.

Field Name: I280  
 Field Label: End Item MDS  
 Source: Report Originator  
 Format: 3A 3N 1A/N ex: F016A, F015E, MC-130H  
 USE COMPLETE MDS IAW AFR 700-20;  
 AFM 66-279, volume I, Atch 1; AFLCR 57-1, appendix 1; or the Command Data Dictionary.  
 Description: The complete equipment designator- -Mission-Design-Series (MDS)- -will be input and validated using REMIS codes. This is a required field.

Field Name: I282  
 Field Label: TMS  
 Source: Report Originator  
 Format: 3A 3N 1A/N  
 USE COMPLETE TMS IAW AFI 33-110;  
 AFCSM 21-578; AFLCR 57-1, appendix 1; or the Command Data Dictionary.  
 Description: The complete equipment designator (Type-Model Series (TMS)) will be input and validated using REMIS codes.

Field Name: I284  
 Field Label: TMSM  
 Source: Report Originator  
 Format: 2A 4N 3N 2A/N  
 USE COMPLETE TMSM IAW AFI 33-110;  
 AFM 66-279, volume I, Atch 1; AFLCR 57-1, appendix 1; or the Command Data Dictionary.  
 Description: If applicable the complete equipment designator (Type-Model-Series-Modification (TMSM)) will be input and validated

Field Name: I290  
 Field Label: End Item Serial Number  
 Source: Report Originator  
 Format: 15 A/N. 66-0503  
 Description: The tail number of the aircraft; serial number of aircraft engine or item, such as support equipment, etc.

Field Name: I295  
 Field Label: System Program Designator  
 Source: Report Originator  
 Format: A/N. Text. Variable length.  
 e.g., F016 OFT BLK 30 IEWTD Integration Test, F15 NAV, F16 TGT OR F15/  
 F16 SE, AF Gold Program,  
 If not applicable, leave blank  
 Description: Input the appropriate program title and unit numbers of the Test Discrepancy Report (TDR). For DRs, input the aircraft and equipment affected.

Field Name: I300  
 Field Label: Next Higher Assembly (NHA) National Stock Number  
 Source: Report Originator  
 Format: 19A/N. 1111-11-111-1111 XY (USE DASHES)  
 Description: The NSN of the next higher assembly the item works on. Include a space before the MMAC if included.

Field Name: I302  
 Field Label: NHA Nomenclature  
 Source: Report Originator  
 Format: 40 A/N. Text with no punctuation.  
 Description: The nomenclature of the NHA of the item. When the NHA is an engine component, provide engine serial number in I290 and engine flight/cycles in I225 and I230.

Field Name: I304  
 Field Label: NHA Part Number  
 Source: Report Originator  
 Format: 32 A/N. 9992M75G05  
 Description: The part number of the NHA the item works on.

Field Name: I306  
 Field Label: NHA Serial Number  
 Source: Report Originator  
 Format: 20 A/N. 123456  
 Description: The serial number of the NHA the item works on.

Field Name: I310  
 Field Label: Unit Cost  
 Source: Report Originator  
 Format: 11 N. 15000 (Round to whole dollars, NO COMMAS)  
 Description: The dollar value of the deficient item (per unit of issue).

Field Name: I315  
 Field Label: Estimated Repair Cost  
 Source: Report Originator  
 Format: 11 N. 150000 (Round to whole dollar, NO COMMAS)  
 Description: If not applicable, leave blank.  
 The total estimated cost based upon man-hours and material when submitting a MISHAP report (for other reports, leave blank).

Field Name: I320  
 Field Label: Item under Warranty (Y/N/U)  
 Source: Report Originator  
 Format: 1 A Y N U  
 Description: Indicate if item is known to be covered by contractor warranty:  
           Y = Yes  
           N = No  
           U = Unknown

Field Name: I330  
 Field Label: Work Unit Code (WUC)  
 Source: Report Originator  
 Format: 15 A/N. 23000 71BAO  
 Description: The WUC of the item for which the report is submitted (refer to applicable -06 TO). If a WUC is not available for a specific item, but there is one for the NHA use the WUC of the NHA. When WUCs for new material have not been developed, but are anticipated to be, use the Not Otherwise Code (NOC) from the appropriate -06 manual for like material.

Field Name: I335  
 Field Label: Reference Designator (RefDes)/Logistics Control Number (LCN)  
 Source: Report Originator  
 Format: A/N Variable Length  
 Description: System/Subsystem/Subject Number. The RefDes (C-17)/LCN (F-22) of the item for which the report is being submitted. For the C-17 RefDes refer to the applicable -06 TO. For the F-22 LCN refer to the Integrated Management Information System (IMIS).

Field Name: I340  
 Field Label: Details/Problem Summary  
 Source: Report Originator  
 Format: A/N. Narrative text. Variable length.  
 Description: Describe, to best ability, what is wrong, how, and why. If the report is being submitted for informational purposes, so indicate. Include in this field the following:

a. Circumstances prior to difficulty: A concise, chronological account of the facts and circumstances leading to the problem. For a Mishap related report, the narrative should satisfy the 204.

b. Description and cause of difficulty: A concise, chronological description and cause of the difficulty.

(1) For a Mishap related report, the narrative should satisfy the requirements of AFI 91-204.

(2) For an Initial Acceptance Inspection of Aircraft, Aircraft Engine, or Aircraft Engine Module Report, list and consecutively number each defect under the appropriate heading, CRITICAL DEFECTS, MAJOR DEFECTS, or MINOR DEFECTS. (MINOR DEFECTS are for information only and require no action.)

(3) For software/firmware DRs, reference table 3-3.

c. Action taken and/or recommended: The action taken to remedy the difficulty; to provide safety and security; and Recommendations should be general. (1) For mishap related reports, the narrative should satisfy the requirements of Initial Acceptance Inspection Aircraft, Aircraft Module Report, consecutively number each action taken and/or recommendation to correspond with the respective in b(2) above.

d. Technical information (Tech Info): The item title which applies to the report method being used. The TO figure and index of the deficient item, if available. For the MISHAP- -a subparagraph stratification of the technical information prescribed in AFI 91-204.

e. Technical data deficiency: Yes or No. If yes, AFTO Form 22/252, as applicable.

f. Support data mailed: Description of the support data mailed, such as, photographs, tags, labels, etc. Ensure the Report Control Number is identified on any support data mailed under separate cover.

g. Other pertinent data: If the exhibit is an AF critical item or MICAP so indicate.

(1) Pertinent data: Other data pertinent to the report such as maintenance malpractice, lack of training, lack of adequate test or calibrating equipment, deficiencies discovered as a result of performing a sampling inspection, etc. (See table 3-3.)

(2) Photographic supplies.

(3) Aircrew flying data.

Field Name: I350  
 Field Label: QA Specialist Remarks  
 Source: QAS/Technician  
 Format: 25 A/N. Text. No punctuation.  
 Description: Brief problem description.

Field Name: I360  
 Field Label: Standard Reporting Designator  
 Source: Report Originator  
 Format: 15 A/N. XNY AFA AAC AF7  
 Description: If required, up to 4 SRDs can be entered.  
 A 3-AJN code prescribed in the Mission Capability/Maintenance Data Collection (MICAP/MDC) media conversion table.

Field Name: I365  
 Field Label: Job Control Number (JCN)  
 Source: Report Originator  
 Format: 12 A/N. 13290001  
 Description: If unknown, leave blank.  
 The JCN is assigned by the base maintenance control facility IAW TO 00-20-2 and is used to control and identify maintenance jobs.  
 03290001  
 -the last digit of the year (2001)  
 ---the Julian day of the year (329 for 25 Nov.)  
 -----a daily or monthly job sequence number  
 NOTE: For units operating under AFR 6-279, the JCN is comprised of the year-event-ID and the work center event, which creates a number of up to 12 A/N.

Field Name: I370  
 Field Label: MAJCOM/Activity Code  
 Source: Report Originator  
 Format: 2 A/N. 0S 0T 4Z Ensure a numeric 0 is input.  
 Description: The Major Command of the report initiator. MAJCOM/ACTIVITY codes are prescribed in table 7-1. Code must be two characters in length and first character must be numeric.

Field Name: I380  
 Field Label: Country  
 Source: Report Originator  
 Format: 3 A. USA NL BEL  
 Description: Country of unit submitting report. For United States, including installations overseas, use USA. For the Netherlands use NE; for Belgium use BE; for Denmark use DE; for Norway use NO. (table 5-5).

Field Name: I400  
 Field Label: AFMC Item Mgr/System Mgr  
 Source: No input. Computer generated.  
 Format: 2 A. FD FE FF FH FJ FK  
 Description: For G021 DB, identifies ALC/activity responsible for deficiency resolution (D043A and Workload Mission Assignment System D086 at <https://www.msg.wpafb.af.mil/d086/>).  
 If I1=002, computer sets FH (SM-ALC)  
 If I1=003, computer sets FE (OO-ALC)  
 If I1=004, computer sets FD (OC-ALC)  
 If I1=005, computer sets FF (SA-ALC)  
 If I1=006, computer sets FJ (WR-ALC)  
 If I1=010, computer sets FK (88 OSS/OSE)

Field Name: I420  
Field Label: Source of Supply (SOS)  
Source: ALC Technician/Single Point of Contact Office (SPOCO)  
Format: 3 A/N. FHZ N32 S9E B17  
Description: SOS of item as listed in MIL-C Basic or D043A.

Field Name: I430  
Field Label: Exhibit Submitter Holding Status  
Source: Report Originator  
Format: 42 A/N. \*A holding exhibit for nn calendar days  
B exhibit released for investigation  
C exhibit returned to stock or disposed of  
D exhibit repaired  
E other (When none of the items indicate the actions or disposition taken or requested, or exhibit not available, indicate E other and identify the nature of the action taken or requested in Field  
I340- -Details/Problem Summary.  
\*If A is entered the number of days must immediately follow the A, e.g., A30 - A45.  
- -Leave a SPACE between code and the description of the code  
-Codes only may be used- -

Description: Indicates the exhibit action taken or requested by the report initiator.

Field Name: I440  
Field Label: Holding Activity Address/INFOCEN/ASE User name  
Source: Report Originator  
Format: 70 A/N. Text. Variable length.  
355TTW/LGS Davis-Monthan AFB AZ DSN: 555-5555  
User name: TTW355

Description: Address location, DSN, and INFOCEN/ASE User name of the exhibit holding activity.

Field Name: I442  
Field Label: Cognizant Official/Phone Number/INFOCEN/ASE User name  
Source: Report Originator  
Format: 70 A/N. John Doe, DSN 787-1100, COM (937) 257-1100  
Description: The name, DSN, and commercial duty phone number, and applicable, of the individual from the originating point for this report. All queries concerning the report will be directed to this POC.

Field Name: I444  
Field Label: Certifying Official/Phone Number  
Source: Report Originator  
Format: 70 A/N. John Smith, Maj, DSN 787-0500, COM (937)  
Description: The name, rank, DSN, and commercial duty phone number of the official certifying the report's validity.

Field Name: I446  
Field Label: Safety Officer/Phone Number/INFOCEN/ASE User name  
Source: Report Originator  
Format: 70 A/N. Joe Brown, DSN 787-1000, COM (937) 257-1000 If not applicable, leave blank.  
Description: The name, DSN, commercial duty phone number, and applicable, of the safety officer for material deficiencies and for safety related quality/software deficiencies.

Field Name: I450  
Field Label: QA/Equipment Specialist/Phone Number/INFOCEN/ASE User name  
Source: QA/Equipment Specialist/SPOCO  
Format: 70 A/N. Stottlemeyer 945-6358 User name: STOTT Use a first name initial only when there is the possibility of a duplication within the organization identified in Field I460.  
Description: Identifies the name, DSN phone number, and INFOCEN/ASE User name of the individual at the ALC/activity responsible for the report.

Field Name: I460  
Field Label: QA/Equipment Specialist Office Symbol  
Source: QA/Equipment Specialist/SPOCO  
Format: 7 A/N. TIEOP  
Description: The ALC organization of individual identified in report; normally, no lower than branch or unit level.

Field Name: I470  
Field Label: QA/Specialist Code  
Source: QA/Specialist/SPOCO  
Format: 1 A A D W etc  
Description: If I550=QDR, you must enter 1-A code. Code used to identify the QAS responsible for the report.

Field Name: I471  
Field Label: Equipment Specialist Code  
Source: Equipment Specialist/SPOCO  
Format: 2 A  
Description: If I550 is other than QDR, enter a 2-A code or may be left blank. Code used to identify Equipment Specialist responsible for the report.

Field Name: I472  
Field Label: Assessment Section  
Source: AFOTEC Test Team  
Format: A/N. Logistics Software Evaluation Operations Operation Analysis.  
Description: If not applicable, leave blank.  
Self-explanatory.

Field Name: I474  
Field Label: Assessment Suite  
Source: AFOTEC: Test Team  
Format: A/N. Airframe Sensors  
Armament Defensive Avionics  
Communication Integrated Avionics  
Navigation  
If not applicable, leave blank.  
Description: Self-explanatory.

Field Name: I476  
Field Label: Assessment Area  
Source: AFOTEC Test Team  
Format: A/N. Logistics Operations  
Maintainability Pre flight/Post flight  
Reliability Tactical Employment  
Availability Enroute Terminal  
Technical Data Survivability  
Support Equipment Crew Performance  
Training Interoperability  
PHS&T Flight Manuals  
Training  
If not applicable, leave blank.  
Description: Self-explanatory.

Field Name: I478  
 Field Label: Assessment Subsystem  
 Source: AFOTEC Test Team  
 Format: A/N. Armor Plating. If not applicable, leave blank.  
 Description: Affected subsystem of reported discrepancy.

Field Name: I480  
 Field Label: MIP/Project Number  
 Source: MIP Log  
 Format: 15 A/N. For G021 DB, use the following format: OCTIM 91-0034  
 - - ALC  
 - - - Division  
 - - - - - Year + Sequential MIP Number  
 - - For Software MIPs, add an S after the sequential number.  
 The S must stand alone (OCTIM 91-0001 S).  
 - - For combined mishap, add an M after the sequential number.  
 The M must stand alone (OCTIM 91-0002 M).  
 This field required if I550 PROJECT SOURCE value  
 NEG, MOD, or SR.  
 For SPO SR DBs, use the following format:  
 (1) ASC65 A1 0001  
 - - Organization containing program office  
 - - - Program office organizational symbol  
 - Designates a weapon system, subsystem, equipment, or support point.  
 Last digit of calendar year.  
 - - - - Sequential MIP number.  
 NOTE: If reported condition is before operational use, enter the test phase  
 alpha code in position 8 and the sequential MIP number in positions 9-11:  
 - - - - D001  
 (2) ASVLM N0Z 0001  
 Description: MIP/Project Number is an internal control number established.

Field Name: I490  
 Field Label: Date MIP Opened  
 Source: SPOCO/ALC Technician/SPO  
 Format: 8 N. YYYYMMDD  
 Description: This is the date that the MIP was opened by the ALC or SPO; or the date a  
 MIP is opened by a technician from a non-DR source. This date cannot be  
 greater than the date the database record is established or updated.

Field Name: I500  
 Field Label: MIP Numbers Repeated to This MIP  
 Source: No data input. Computer generated.  
 Format: A/N. Text. Variable Length  
 Description: Data is input into this field by a computer procedure that runs after the batch  
 update routine runs; uses as its source information in field I510 from another  
 MIP which has been CLOSED R in field I530.

Field Name: I510  
 Field Label: This MIP/DR Repeated to MIP Number  
 Source: SPOCO/ALC Technician/SPO  
 Format: 15 A/N. SMCKA 90-0001  
 Description: MIP number of the MIP being repeated to. Information in this field will be  
 tied to information in field I530. For information to CLOSED R must be in  
 I530. If the phrase CLOSED R is required.

Field Name: I520  
 Field Label: Master RCN  
 Source: No data input. Computer generated.  
 Format: 12 A/N. FB4877900001 123TFW  
 Description: This field is utilized for repeated MIPs to identify the initial MIP. If there is  
 an entry in I510, the computer will insert the RCN from Field I80 of the  
 master MIP by a procedure that runs after the batch update of the database.

Field Name: I530  
 Field Label: DR/MIP Status  
 Source: SPOCO/ALC Technician/SPO  
 Format: 9 A/N.  
 Description: If the report/MIP is currently open, use the following:  
 OPEN  
 OPEN AF = Awaiting funds  
 OPEN AFV = Awaiting fix verification  
 OPEN ECP = Awaiting Engineering Change Proposal  
 When the report/MIP is closed, the word OPEN is changed to CLOSED and the type of closure can be identified immediately thereafter, separated by a space.  
 The following defines this type of closure:  
 CLOSED  
 CLOSED 7 = Normal routine closure  
 CLOSED A = Administrative closure  
 CLOSED R = Repeat closure  
 CLOSED T = Transfer  
 If I550=QDR or WDR and I70=QA1, CLOSED is automatically inserted in this field if fields I1330, I1370, and I1380 are entered.)

Field Name: I540  
 Field Label: MIP Priority  
 Source: ALC Technicians/SPO  
 Format: 1 A E U R  
 Description: Indicates the priority assigned to the MIP:  
 E = Emergency  
 U = Urgent  
 R = Routine  
 This field is required if other than QDR, WDR, DR, PIWG, or VIWG is entered in the I550 field.

Field Name: I550  
 Field Label: Type Deficiency  
 Source: ALC, SPO, Report Originator or non-DR source documentation.  
 Format: 4 A/N. QDR MDR SDR TECH PIWG  
 Description: Identifies the project source or type deficiency. Only the following input for G021 is permitted for use:  
 QDR = Quality Deficiency Report  
 WDR = Warranty Deficiency Report  
 MDR = Materiel Deficiency Report  
 SDR = Software Deficiency Report  
 PIWG = Product Improvement Working Group generated item for reporting.  
 VIWG = Vehicle Improvement Working Group generated item for reporting.  
 TECH = Technician established MIP  
 DR1 = CAT 1 Deficiency Report  
 DR2 = CAT 2 Deficiency Report  
 NEG = Negotiated MDR  
 MOD = Modification Proposal  
 ENH = Enhancements  
 INFO = Information Only

Field Name: I560  
 Field Label: Initial/Interim Reply Date  
 Source: ALC/SPO Technician  
 Format: 8 N. YYYYDDMM  
 Description: This is the date the initial/interim reply was sent to the submitting organization. This date must not be greater than the date the record is established in the database or updated.



Field Name: I570  
 Field Label: MSTG/HRI Number  
 Source: AFLC Forms 288 or 780/Technician  
 Format: 15 A/N. SM-1642 SM88-1OH  
 Description: If applicable to the MIP, enter the MSTG/HRI number, as appropriate.

Field Name: I580  
 Field Label: Safety Corrosion Code  
 Source: Technician  
 Format: 1 A A I P etc  
 Description: If applicable, enter safety corrosion code; the following codes will be used, and applies - - if not applicable, leave blank.  
     A = Class A or B Mishap  
     I = Class C or D Mishap  
     P = Other  
     Y = Class A or B and Corrosion  
     Z = Class C or D and Corrosion  
     S = Safety  
     O = Other (This is an alpha O.)

Field Name: I600  
 Field Label: Last Update  
 Source: ALC/SPO Technician  
 Format: 8 N. YYYYMMDD  
 Description: This date is established from the most significant update provided by ALC/SPO, the technician, or edit personnel who provides significant information to update the record. It must not be greater than the date the database record is updated.

Field Name: I610  
 Field Label: Next Update Due  
 Source: ALC/SPO Technician  
 Format: 8 N. YYYYMMDD  
 Description: Manually input. Date must not be greater than the date the database record is updated or Date of Last Update (I600).

Field Name: I620  
 Field Label: Next Update Due Source  
 Source: Manual Input.  
 Format: 25 A/N. Text. Variable length.  
     Last Update Plus 30 Days  
     MIP Close Target Date  
     TDR Target Date  
     Engineering Target Date, etc  
 Description: This field displays the source/field label from which the Next Update Due (field I610) was calculated.

Field Name: I630  
 Field Label: Exhibit Required/Requested/Hold (Y/N/H)  
 Source: ALC/SPO Action Point/Support Point  
 Format: 1 A Y N H  
 Description: This field indicates whether or not an exhibit is required/has been requested for evaluation, or action point/support point wants the initiator to hold the exhibit for future disposition instructions.  
     Y = Yes  
     N = No  
     H = Hold

**Field Name:** I640  
**Field Label:** Interim Reply Target Date  
**Source:** Computer generated.  
**Format:** 8 N. YYYYMMDD  
**Description:** This is the date the interim response to the field unit is due and is keyed to Fields I490 and I550.

**Field Name:** I650  
**Field Label:** Date Exhibit Instructions Provided  
**Source:** ALC/SPO Action Point/Support Point  
**Format:** 8 N. YYYYMMDD  
**Description:** This is the date the action point/support point provides exhibit disposition information/instructions to the field unit. If field I630=Y, then field I650 must have an entry.

**Field Name:** I655  
**Field Label:** Extended Hold Date  
**Source:** ALC/SPO Action Point/Support Point  
**Format:** 8N. YYYYMMDD  
**Description:** Date the action point/support point provides extended exhibit hold instructions. Cannot be earlier than Date of Last Edit (I3).

**Field Name:** I660  
**Field Label:** Exhibit Ship-To Address/Disposition Instructions  
**Source:** ALC/SPO Action Point/Support Point  
**Format:** 500 A/N. Narrative text. Variable length.  
**Description:** This is the address the report initiator is instructed to ship exhibit(s) to for investigation/evaluation, plus other pertinent exhibit disposition/instructions/information for the initiator/CAO. If final disposition instructions are provided, this information must be included in I830. Example: Ship the exhibit with DD Form 2332 attached to FB1111, UR Exhibit Storage Unit, OC-ALC/XXXXX, Bldg 1, Stockroom M, Tinker AFB OK 11111-1111. Further mark DD Form 1348-1 with the report control number, exhibit S/N, and to the attention of OC-ALC/XXXXX, Ext 1111. This field is required when I630=Y.

**Field Name:** I670  
**Field Label:** Date Exhibit Shipped by Initiator  
**Source:** Report Originator or Automated Input by Base Supply  
**Format:** 8 N. YYYYMMDD  
**Description:** This is the date the report initiator ships exhibit(s) for investigation/evaluation.

**Field Name:** I690  
**Field Label:** Quantity Exhibits Shipped by Initiator  
**Source:** Report Originator or Automated Input by Base Supply  
**Format:** 7 N. 1 125 9999999  
**Description:** The number of exhibits sent for investigation/evaluation by the report initiator.

**Field Name:** I700  
**Field Label:** Date Exhibit(s) Received at exhibit warehouse.  
**Source:** Exhibit Warehouse/Support Point  
**Format:** 8 N. YYYYMMDD  
**Description:** Date exhibit(s) received at the support point for investigation/evaluation.  
 Note: Use I1745 for exhibit received for an on base organization to be held for subsequent shipment.

Field Name: I730  
Field Label: Date Exhibit(s) Shipped by exhibit warehouse.  
Source: Support Point/Contractor  
Format: 8 N. YYYYMMDD  
Description: This is the date the exhibit(s) were shipped from the warehouse.

Field Name: I770  
Field Label: Exhibit Follow-up Date  
Source: ALC/SPO Action Point  
Format: 8N. YYYYMMDD  
Description: This is the date of the last follow-up message sent to the report initiator regarding exhibit shipping status--to ascertain whether or not exhibit(s) have been shipped for investigation/evaluation.

Field Name: I790  
Field Label: Exhibit Tracking Number  
Source: ALC/SPO Action Point  
Format: 16AN. Text Variable length.  
Description: This field is for the ALC/SPO action point to use internally (and to their discretion) for whatever format they utilize for tracking an exhibit.

Field Name: I800  
Field Label: Quantity Exhibits Requested  
Source: ALC/SPO Action Point/Support Point  
Format: 7 N. 1 75 9999999  
Description: The number of exhibits requested from the report investigation/evaluation.

Field Name: I810  
Field Label: Quantity Exhibits Received  
Source: Exhibit Warehouse/Support Point  
Format: 7 N. 1 75 9999999  
Description: The number of exhibits received from the report initiator for investigation/evaluation.

Field Name: I820  
Field Label: Exhibit Accounted For (Y/N):  
Source: Action Point/IMS/ALC/SPO  
Format: 1 A. Y N  
Description: Y (yes) is entered if the exhibit has been formally accounted for through appropriate supply actions; N (no), if this has not been done.

Field Name: I825  
Field Label: Date of exhibit final disposition instructions  
Source: Action Point/IMS/ALC/SPO  
Format: 8 N. YYYYMMDD  
Description: This is the date the Action Point in coordination with the item manager (IMS) determines final exhibit disposition instructions for the exhibit after the investigation is completed. Note that the definitions of date fields, I700 and I730 have been modified to reflect exhibit movement at the ALC/DLA warehouses.

Field Name: I830  
Field Label: Exhibit Final Disposition Instructions - Action Point  
Source: IMS  
Format: 100 A/N. Narrative text. Variable length.  
Description: This is the final disposition instructions for the exhibit after completion of the investigation. Example: Returned to serviceable stock at OO-ALC.

Field Name: I840  
Field Label: RTOK Item (Y/N)  
Source: ALC QAS/Technician  
Format: 1A. Y N

Description: Designates "retest okay" item: Y = Yes N = No  
 Field Name: I845  
 Field Label: Correspondence Tracking  
 Source: SPO  
 Format: A/N. Narrative Text. Variable Length. 101107Z SEP 90 Initial OPR comments, etc.,  
 If not applicable, leave blank.  
 Description: Tracks all SPO incoming and outgoing initial correspondence.  
 Field Name: I846  
 Field Label: Correspondence Tracking2  
 Source: SPO  
 Format: A/N. Narrative Text. Variable Length.  
 If not applicable, leave blank  
 Description: Continuation of Field I845.  
 Field Name: I847  
 Field Label: Correspondence Tracking3  
 Source: SPO  
 Format: A/N. Narrative Text. Variable Length. If not applicable, leave blank  
 Description: Continuation of Fields I845 and I846.  
 Field Name: I850  
 Field Label: Support/Action Point Request Date  
 Source: QAS/Technician/SPO  
 Format: 8 N. YYYYMMDD  
 Description: Date investigative assistance is requested of an point.  
 Field Name: I860  
 Field Label: Support/Action Point Master Suspense Date  
 Source: QAS/Technician/SPO  
 Format: 8 N. YYYYMMDD  
 Description: This is the date a reply is expected from the support/action point.  
 Field Name: I880  
 Field Label: Support/Action Point Activity  
 Source: QAS/Technician/SPO  
 Format: 25 A/N. Text. Variable Length.  
 FLDRQ NA311 ARB14 DLS9E NAJFL AF GOLD PROGRAM  
 Description: This is the support/action point activity the report has been sent to for investigative/corrective action. If Field I550=QDR or WDR, support agency entries with table 7-2.  
 Field Name: I885  
 Field Label: Support Point/POC  
 Source: ALC, SPO, or Support Point  
 Format: 50 A/N. John Evans DSN 666-6666 INFOCEN/ASE User name should also be included. If unknown or not applicable, leave blank.  
 Description: Investigation site contact point. A support point name, phone number, and an INFOCEN/ASE User name may be entered.  
 Field Name: I890  
 Field Label: Support/Action Point Reply Date  
 Source: QAS/Technician/SPO  
 Format: 8 N. YYYYMMDD  
 Description: This is the date the support/action point completes their investigation and provides the ALCs/SPOs investigative results/corrective actions.

Field Name: I895  
 Field Label: SPO/ALC POC  
 Source: SPO/ALC  
 Format: 50 A/N. ASC/XYZ, DSN 785-5555/(937) 255-5555 User name: JOEBLOW  
 If not applicable, leave blank.  
 Description: This is a SPO point of contact's office symbol, DSN/commercial phone numbers, and INFOCEN/ASE User name. If ALCs elect the POC to be other than the QAS/Equip Spec (Field I450), info should be entered in this field.

Field Name: I900  
 Field Label: Stock Screening Requested/Completed (RC)  
 Source: QAS/Technician/SPO  
 Format: 1A. R C  
 Description: Indicates whether a stock screening of AF assets  
           R = Requested  
           C = Completed

Field Name: I910  
 Field Label: Stock Screening Request Date  
 Source: QAS/Technician/SPO  
 Format: 8N. YYYYMMDD  
 Description: This is the date the QAS/Technician/SPO request the stock screening of AF assets.

Field Name: I920  
 Field Label: Stock Screening Quantity  
 Source: QAS/Technician/SPO  
 Format: 7N. 25 1000 9999999  
 Description: Number of items stock screened.

Field Name: I930  
 Field Label: Stock Screening Items Found Deficient  
 Source: QAS/Technician/SPO  
 Format: 7N. 20 750 9999999  
 Description: Total number stock screened items found deficient

Field Name: I940  
 Field Label: Stock Screening Completion Date  
 Source: QAS/Technician/SPO  
 Format: 8N. YYYYMMDD  
 Description: This is the date the stock screening action was completed.

Field Name: I950  
 Field Label: Bad Actor (Y/N)  
 Source: Report Originator  
 Format: 1 A. Y N  
 Description: Designates item has been identified as BAD ACTOR.  
           Y = Yes  
           N = No

Field Names: I960 through I1041- - No input in these fields.  
 Field Labels: No Criticals/Majors/Minors Reported- -Accepted- -Not Accepted  
 Source: NO INPUT. Computer Generated.  
 Format: 3 N.  
 Description: Computer looks into fields I1810 through I3770 and totals all the Criticals/Majors/Minors Reported- -Accepted- -Not Accepted.

Field Name:	I1050
Field Label:	Engineering Organization
Source:	Engineer
Format:	7 A/N. MMICEA
Description:	This is the organization responsible for engineering support. Normally, this should not be lower than branch or unit level.
Field Name:	I1060
Field Label:	Engineering Request Date
Source:	Technician
Format:	8 N. YYYYMMDD
Description:	This is the date the technician requests engineering support for investigating the reported deficiency.
Field Name:	I1070
Field Label:	Engineering Start Date
Source:	Engineer
Format:	8 N. YYYYMMDD
Description:	This is the date the engineer begins his action to support the request from the technician.
Field Name:	I1080
Field Label:	Engineering Project Number
Source:	Engineer
Format:	19 A/N. Text. Variable length.
Description:	Project number assigned by the engineer utilizing local procedures for identification.
Field Name:	I1090
Field label:	Project Engineer/Phone Number/INFOCEN/ASE User name
Source:	Engineer
Format:	35 A/N. Jones 51234, User name: JONES
Description:	Last name, local telephone extension, and INFOCEN/ASE User name of the responsible engineer. Use a first name initial only when there is the possibility of a duplication within the organization identified in Field I1050.
Field Name:	I1100
Field Label:	Engineering Target Date
Source:	Engineer
Format:	8 N. YYYYMMDD
Description:	This is the target date established for the engineer's completion based upon the following parameters- it can be changed by the engineer: If I540=E, then I1100=I1060+15 If I540=U, then I1100=I1060+60
Field Name:	I1110
Field Label:	Engineering Complete Date
Source:	Engineer
Format:	8 N. YYYYMMDD
Description:	This is the date that the engineer completes the engineering analysis.
Field Name:	I1120
Field Label:	Engineering Priority
Source:	Engineer
Format:	1A. A      B      C
Description:	Inset the appropriate priority as follows: A = Emergency B = Urgent C = Routine

Field Name: I1130  
 Field Label: Engineering Information  
 Source: Engineer  
 Format: A/N. YYYYMMDD - followed by narrative text, variable length.  
 Description: This field will contain all the information regarding engineering action on the MIP.

Field Name: I1140  
 Field Label: Teardown Deficiency Report (TDR ) Requested (Yes/No)  
 Source: Engineer  
 Format: 1A Y N  
 Description: This field indicates whether or not a TDR is requested.  
               Y = Yes  
               N = No

Field Name: I1145  
 Field Label: TDR Start Date  
 Source: Manual Input  
 Format: YYYYMMDD  
 Description: This field indicates TDR start date.

Field Name: I1150  
 Field Label: TDR Target Date  
 Source: Manually input by technician.  
 Format: 8 N. YYYYMMDD  
 Description: This date is generated from the following: it can be changed by the technician: If I630=Y, then I1150=I700+15 if I700 contains data. If not, then I1150=I1745+15 if I1745 contains data.

Field Name: I1160  
 Field Label: TDR Complete Date  
 Source: Technician  
 Format: 8 N. YYYYMMDD  
 Description: If Field I1140=Y, this is the date the TDR is completed.

Field Name: I1170  
 Field Label: TDR Report Narrative  
 Source: Technician  
 Format: A/N. Narrative text. Variable Length.  
 Description: Summary of findings from the TDR.

Field Name: I1180  
 Field Label: TDR Activity  
 Source: Technician  
 Format: 50 A/N. OO-ALC/MAXX Hill AFB UT  
 Description: Organization responsible for the TDR.

Field Name: I1190  
 Field Label: ECP/ACSN Request Date  
 Source: ALC Technician/SPO  
 Format: 8N. YYYYMMDD  
 Description: This is the date the technician prepares an ECP/ACSN package or the AFMC Form 874 is received for processing.

Field Name: I1200  
 Field Label: ECP Target Date  
 Source: Technician; Computer Generated  
 Format: 8N. YYYYMMDD  
 Description: This is a computer generated date established for completion of the ECP request; it can be changed by the technician.

Field Name: I1205  
Field Label: ECP Effectivity  
Source: SPO  
Format: 200A/N Narrative Text. Variable length. If not applicable, leave blank.  
Description: This designates the series of aircraft tail numbers/serial numbers effected.

Field Name: I1210  
Field Label: ECP Received Date  
Source: Technician  
Format: 8N. YYYYMMDD  
Description: This is the date the ECP is received.

Field Name: I1220  
Field Label: ECP Number  
Source: Technician  
Format: 17 A/N. Variable length text.  
Description: This is the number assigned to the ECP.

Field Name: I1260  
Field Label: Modification Number  
Source: Technician  
Format: 8 A/N. T53432A  
Description: The 7-digit modification number prescribed by AFLCR 57-21. All numbers will have the first character - B or T or F or S - separated from the rest of the numbers with a space. After CCB approval, change the T to F.

Field Name: I1270  
Field Label: TCTO Numbers  
Source: Technician  
Format: 35A/N. Text. Variable length.  
Description: Indicates the appropriate TCTO numbers that apply.

Field Name: I1280  
Field Label: TCTO Data Change (AFMC Form 252) Approval Date  
Source: Technician  
Format: 8 N. YYYYMMDD  
Description: This is the date taken from the approved AFMC Form 252.

Field Name: I1290  
Field Label: Kits (Yes/No)  
Source: Technician  
Format: 6 A Y LESS Y MORE N  
Description: If the MIP priority is routine and kit acquisition cost is less than \$100000, enter the word LESS after the Y. If kit acquisition cost is more than \$100000, the word MORE after the Y.

Field Name: I1295  
Field Label: MIPRB Date  
Source: ALC Technician/SPO  
Format: 8 N. YYYYMMDD  
Description: This is the date the MIP Review Board is to meet.

Field Name: I1300  
Field Label: MIP Goal Target Date  
Source: QAS/ES/SPO  
Format: 8N. YYYYMMDD  
Description: This date is manually input during the daily information from various fields to establish the following applies:  
If I540 = E and I1290 = N, then I1300 = I490 + 25  
If I540 = E and I1290 = Y, then I1300 = I490 + 105  
If I540 = U and I1290 = N, then I1300 = I490 + 90  
If I540 = U and I1290 = Y, then I1300 = I490 + 125  
If I540 = R and I1290 = N, then I1300 = I490 + 125  
If I540 = R and I1290 = Y, then I1300 = I490 + 465



Field Name: I1310  
 Field Label: Flight Test Code  
 Source: MIPRB  
 Format: 2 A/N. +F F V  
 If unknown or not applicable, leave blank.  
 Description: Defines test requirements for verification.  
 +F = dedicated flight test (scheduled)  
 F = flight test during next flight  
 V = verify

Field Name: I1315  
 Field Label: SPO Management Code  
 Source: SPO  
 Format: A/N. Text. Variable length.  
 FIX REQD CONTR EVAL  
 If unknown or not applicable, leave blank.  
 Description: Internal SPO field; used to identify the means to be used to resolve deficiency.  
 FIX REQD = Fix Required  
 CONTR EVAL = Contractor Evaluating

Field Name: I1320  
 Field Label: SPO Status  
 Source: SPO  
 Format: A/N. Text. Variable length.  
 ECP Required  
 ACSN, etc  
 If unknown or not applicable, leave blank.  
 Description: Internal SPO actions required to evaluate or fix the MIP.

Field Name: I1325  
 Field Label: SPO Status Date  
 Source: SPO  
 Format: 8 N. YYYYMMDD  
 If unknown or not applicable, leave blank.  
 Description: This is the date the SPO Status data (Field 11320) was entered.

Field Name: I1330  
 Field Label: DR/MIP Close Date  
 Source: SPOCO/QAS/ALC Technician/SPO  
 Format: 8 N. YYYYMMDD  
 Description: Date the investigation/MIP/project is officially closed, and I70=QA1, Fields I1370 (Result of Investigation Code), I1375 Categories as applies to I1370, I4000 Life I1380 (Action Taken Code) must have entries before the report closed date is entered in this field. Date must be greater to or equal to all target dates. If exhibit was requested or held (I650 = "y" or "h"), then final disposition instructions (field I825) must be filled in before closing.

Field Name: I1335  
 Field Label: Impact Code  
 Source: Edwards CTF  
 Format: A/N. SW SAF LOG MA  
 If not applicable, leave blank  
 Description: Designates the category of impact that the deficiency report has.

Field Name: I1340  
 Field Label: Closing Summary  
 Source: SPO/ALC Technician/Equipment Specialist/Support Point  
 Format: 5000 A/N. Narrative text. Variable Length.  
 Description: Narrative summary taken from the closing action message/letter.

Field Name: I1350  
 Field Label: MIP Closing Message DTG  
 Source: ALC Technician/SPO  
 Format: 14A/N. 091200Z SEP 97  
 Description: Date time group of the closing action/summary message sent to the contract.

Field Name:	I1355
Field Label:	Scope Code
Source:	SPO
Format:	12 A/N. IN SCOPE      OUT OF SCOPE
	If unknown or not applicable, leave blank.
Description:	Designates whether a MIP/DR is within scope or out of scope of the contract.
Field Name:	I1365
Field Label:	MIPRB Tag
Source:	SPO
Format:	8 A/N. T26      H20      month/yr
	If unknown or not applicable, leave blank.
Description:	Identifies when record will go to the MIP Review Board.
Field Name:	I1370
Field Label:	Results of Investigation Code
Source:	QAS/ES/SPO
Format:	1 A, Enter appropriate Results of Investigation Code listed in table 7-3. Codes are applicable no matter what type of report.
Field Name:	I1375
Field Label:	Results of Investigation Code Categories
Source:	SPO/ALC Technician
Format:	2 A/N Applicable code corresponding with I1370
Field Name:	I1380
Field Label:	Action Taken Code
Source:	QAS/ES/SPO
Format:	2 N.
Description:	If I550=QDR or WDR, enter appropriate Action Taken Code listed in table 7-4. This field is required when closing QA1s.
Field Name:	I1390
Field Label:	MIP Close Target Date
Source:	Technician
Format:	8N. YYYYMMDD
Description:	Date MIP is estimated to be closed. Normally, this date is equal to or longer than that established in Field I1300. This field must be filled in when the goal date established by the computer (based upon appropriate target dates) cannot be met. An appropriate entry must be made in Field I1400 to justify why the MIP will not meet the established goal date generated by the computer.
Field Name:	I1400
Field Label:	Action Summary
Source:	Technician/QA Specialist/SPOCO
Format:	A/N. YYYYMMDD- -followed by Narrative Text/Variable Length.
Description:	Input all significant information relating to report/MIP actions not covered by other designated fields.
Field Name:	I1440
Field Label:	Warranty Expiration Date
Source:	Contract/Warranty Plan
Format:	8 N. YYYYMMDD
Description:	This is the date the warranty expires.
Field Name:	I1445
Field Label:	Date Warranty Validated/Satisfied
Source:	Report Originator/Warranty Manager/Contract
Format:	8 N. YYYYMMDD
Description:	Date the warranty was validated to be in effect.

Field Name: I1450  
 Field Label: Type Warranty  
 Source: Report Originator/Warranty Manager/Contract  
 Format: 5 A/N. DM MTBFG EPR  
 Description: This designates the type of warranty:  
                   DM = Design and Manufacturing  
                   MW = Materiel and Workmanship  
                   EPR = Essential Performance Requirement  
                   - - (Or any combination of the above)-  
                   RIW = Reliability Improvement Warranty  
                   MTBFG = Mean Time Between Failures Guarantee  
                   AG = Availability Guarantee  
                   LSCG = Logistics Support Cost Guarantee

Field Name: I1455  
 Field Label: Credit Reversal  
 Source: Action Point/Screening Point  
 Format: 1 A. Y or N  
 Description: Field identifies credit reversal action.  
                   Y = Yes  
                   N = No

Field Name: I1457  
 Field Label: Date Credit Reversal Accomplished  
 Source: Originating Point  
 Format: 8 N. YYYYMMDD  
 Description: Field identifies when credit reversal action was

Field Name: I1458  
 Field Label: Warranty Liquidated Damages  
 Source: Warranty Liquidated Damages Action Point  
 Format: 1A Y N U  
 Description: This implies that the damages have been settled/terminated.  
                   Y = Yes  
                   N = No  
                   U = Unknown

Field Name: I1460  
 Field Label: Warranty Manager/Office/Phone  
 Source: Warranty Manager or Action Point  
 Format: 25A/N. S Gill LGSPS DSN 468-5962  
 Description: This is the Warranty Manager designated by the implementing command program manager to administer, coordinate, and control the administration of warranted systems. This is the name, office and manager. Use the first name initial only when there is the possibility of a name duplication within the organization.

Field Name: I1465  
 Field Label: Inventory Management Specialist  
 Source: Warranty Manager or Action Point  
 Format: 25A/N. J Alexander LDCQ DSN 945-6358  
 Description: This is the name, office symbol, and phone number of the inventory management specialist. Use a first name initial only when there is the possibility of a name duplication within the organization.

Field Name: I1470  
 Field Label: Warranty Remarks  
 Source: Report initiator  
 Format: A/N. Narrative Text. Variable length.  
 Description: Brief description on any information concerning warranty coverage from the initiator of the DR.

Field Name:	I1590
Field Label:	1590 Additional Information
Source:	Originating Point Exhibit Holding Activity, QAS/ALC Technician/SPO
Format:	A/N. YYYYMMDD- -followed by narrative text; variable length.
Description:	Originating point may use this field to inform the action point via INFOCEN/ASE, of any additional information concerning exhibits. ALCs/SPOs may enter information not included in other fields. Be sure to update this field after credit reversal actions are completed.
Field Name:	I1595
Field Label:	ALC Hold Activity Outgoing Exhibit Rec Date
Source:	Support/Action Point
Format:	8 N. YYYYMMDD
Description:	Exhibits being held at ALC hold activity awaiting disposition instructions from support/action point.
Field Name:	I1600
Field Label:	ALC Hold Activity Quality Control Number
Source:	ALC Supply
Format:	20 A/N. Variable length
Description:	Designates an internal ALC/MAQ control tracking number.
Field Name:	I1610
Field Label:	ALC Hold Activity Arrival Letter Sent (Y/N)
Source:	ALC Supply
Format:	1 A     Y     N
Description:	Indicates whether or not the ALC/DS letter has been sent to the report initiator advising them the exhibit has been received at the appropriate TRC for investigation.
Field Name:	I1620
Field Label:	ALC Hold Activity Update Due Date
Source:	Computer Generated
Format:	8 N. YYYYMMDD
Description:	This date is computer generated to insert a date (Field I1670).
Field Name:	I1630
Field Label:	ALC Hold Activity Mark For
Source:	ALC Supply
Format:	25 A/N. Text. Variable length.
Description:	The name of the individual who ordered the exhibit.
Field Name:	I1640
Field Label:	ALC Hold Activity Responsible Organization
Source:	ALC Supply
Format:	10 A/N. Text. Variable length.
Description:	The organization of the individual who ordered the exhibit.
Field Name:	I1650
Field Label:	ALC Hold Activity Holding Activity Address
Source:	ALC Supply
Format:	25 A/N. Hill AFB UT
Description:	The ALC/location the exhibit went to.
Field Name:	I1665
Field Label:	ALC Historical Warehouse Location
Source:	Computer Generated
Format:	25 A/N. Whse 22a 10c
Description:	All the ALC locations at which the exhibit was being stored. Populated from any entry in I1660. When I730 is populated, data from I1660 will be moved to I1665.

**Field Name:** I1670  
**Field Label:** ALC Hold Activity Due Out Date  
**Source:** ALC Supply  
**Format:** 8 N. YYYYMMDD  
**Description:** Computer generated field. Existence of dates in other fields are checked, in the order given. If I1680 Due Out Date Extended To date exists, I1670 is set to the same date. If I1680 date does not exist, Support Point/ALC does exist, I1670 = 1700 date plus 30 days. If neither the I1680 or I700 dates exist and I1745 Date exists, I1670 = I1745 plus 30 days. If none of these three dates exist (I1680, I700, I1745) then I1670 date is not generated.

**Field Name:** I1680  
**Field Label:** ALC Hold Activity Due Out Date Extended To  
**Source:** ALC Supply  
**Format:** 8 N. YYYYMMDD  
**Description:** When the exhibit is reaching expiration of due out date, the due out date can be extended by putting a new date in this field.

**Field Name:** I1690  
**Field Label:** ALC Hold Activity Extended by (Name/Orgn)  
**Source:** ALC Supply  
**Format:** 25 A/N. Jones TIEOP  
**Description:** The name and organization of the individual who extended the due out date.

**Field Name:** I1700  
**Field Label:** ALC Hold Activity Close Out Date  
**Source:** ALC Supply  
**Format:** 8 N. YYYYMMDD  
**Description:** This is the date the warehouse closes record after notification to turn in the exhibit as reparable.

**Field Name:** I1710  
**Field Label:** ALC Hold Activity Shipped To  
**Source:** ALC Supply  
**Format:** 35 A/N. Text. Variable Length.  
**Description:** Designates where exhibit was shipped to.

**Field Name:** I1720  
**Field Label:** ALC Hold Activity Quantity Shipped Out  
**Source:** ALC Supply  
**Format:** 7 N. 100 (NO COMMAS)  
**Description:** The number of exhibits shipped.

**Field Name:** I1730  
**Field Label:** ALC Hold Activity 20-Day Letter Sent (Y/N)  
**Source:** ALC Supply  
**Format:** 1 A     Y     N  
**Description:** Indicates whether or not the 20-day letter has been sent:  
                   Y = Yes  
                   N = No

**Field Name:** I1740  
**Field Label:** ALC Hold Activity Date 20-Day Letter Sent  
**Source:** ALC Supply  
**Format:** 8 N. YYYYMMDD  
**Description:** This is the date the 20-day letter was sent.

Field Name: I1745  
 Field Label: Date Exhibit to Exhibit Holding Activity  
 Source: ALC Supply  
 Format: 8 N. YYYYMMDD  
 Description: This is the date the exhibit was received at the date represents exhibits which are turned into the warehouse while the screening point (a local ALC activity) be less than the I120 Date Deficiency Discovered date.

Field Name: I1770  
 Field Label: Continual Tracking  
 Source: ALC/SPO  
 Format: A/N. Text. Variable length.  
 If not applicable, leave blank.  
 Description: Tracks the life cycle of a MIP.

Field Name: I1790  
 Field Label: Test Document Reference  
 Source: Test Document Reference Manual  
 Format: 25 A/N. 1.2.1.2.1 ATP; page 4.0  
 If unknown or not applicable, leave blank.  
 Description: This refers to the page and paragraph of the test document/specification.

Field Name: I1795  
 Field Label: Specification Reference  
 Source: Test Discrepancy Report (AFSC Form 2570)  
 Format: 40 A/N SSPO 07878 4016, paragraphs 3.2.2., 1.3.4.  
 If unknown or not applicable, leave blank.  
 Description: Contractual specification and/or design criteria

Field Name: I1799  
 Field Label: Disposition Additional Information  
 Source: SPO  
 Format: A/N. Narrative text. Variable length.  
 If unknown or not applicable, leave blank.  
 Description: Information requested/furnished by contact point at the time of disposition.

Field Name: I1801  
 Field Label: CHANGE TO IMPLEMENTATION CODE  
 Source: SPO  
 Format: A/N. Narrative text. Variable length.  
 Description: Indicates the implementation methods to be used for solutions. TCTO, ECPs, etc.

Field Name: I1803  
 Field Label: Additional Information to Originator  
 Source: ALC/SPO  
 Format: A/N. Narrative text. Variable length.  
 If unknown or not applicable, leave blank.  
 Description: Post-disposition additional information requested or furnished by the contact point to the originator.

Field Names: I1810 through I3770. These fields contain the CRITICAL/MAJOR/MINOR defects reported by Acceptance and Inspection Deficiency Reports (Fields I550=QDR and 170=QAKA or QAKE).

NOTE: MINORS will be for information only and not require any action.

Limits on input in these fields are 10 CRITICALS, 18 MAJORS, and 10 MINORS. Reported CRITICALS and MAJORS over these 10 Criticals/18 Majors will be listed in Field I340, together with accepted or not, each action taken code, and remarks. MINORS will be not require any action.

Input is repetitive for each CRITICAL/MAJOR/MINOR, for example:

I1810 CRITICAL #I: System: 2 N.

- The Aircraft System Codes are listed in table 7-5.
- The Engine System Codes are listed in table 7-7.

11820 Type Defect: 2 N.

- The Aircraft Type Defect Codes are listed in table 7-6.
- The Engine Type Defect Codes are listed in table 7-8.

1830 Accepted or Not: IA Y N

Y = Yes; N = No

Designates whether or not the TRC/contractor accepts the reported CRITICAL/MAJOR defect as their

I1840 Action Taken Code: 3 A/N A01

- - This code identifies the findings/results of investigation and the action taken of each defect.
- - Results of investigation codes are listed in table 7-3.
- - Action Taken Codes are listed in table 7-4.

11850 Remarks: 1000 A/N. Narrative text/variable length.

- - Description for each CRITICAL/MAJOR defect reported.
- - Investigative/corrective actions for each CRITICAL/MAJOR defect reported may also be included in remarks Field.

This input is used on each/all remaining CRITICAL, MAJOR, and MINOR defects reported.

NOTE: All QAKA/QAKE CRITICAL OR MAJOR defects reported must each be closed individually and each must have a 3 A/N Action Taken Code entered before the closed in Field I1330.

Field Name:	M3800 <RESERVED>
Field Label:	MAP Field
Source:	NO INPUT. MAP field set aside for interface tapes.
Field Names:	M3805 through M3885
Field Labels:	MAP Fields.
Source:	To get a list of the fields for a particular MAP Prompt enter, e.g., SHOW/DDB G021.M3820
Format:	3 A/N. The MAP fields are used by the computer to scan the CRITICAL/MAJOR/ MINOR defects (Fields I1810 thru 13770) for total number of reported discrepancies specific aircraft/engine system code and/or aircraft engine type deficiency code. For example, to interrogate the QAKE/QAKA file for the total number of criticals against: - - ACFT System Code 13 (landing gear), enter: F M3805 INC "13" - - ACFT Type Deficiency 12 (foreign objects), enter F M3810 INC "12" - - Criticals closed workmanship/nonconformance (Closing action code A), enter F M3820 INC "A"*.
Field Name:	I4000
Field Label:	Life Cycle Code
Source:	Screening Point/Action Point
Format:	1 A
Description:	In this field you will identify and code the particular phase of the program's life cycle in which the deficiency (DT&E, Combined DT&E/IOT&E, IOT&E, FOT&E, or Sustainment). The codes and definitions for each are as follows:

**Code D** - Dedicated DT&E Deficiency - Deficiency discovered or occurring during tests to satisfy dedicated developmental test and evaluation objectives.

**Code C** - Combined DT&E/IOT&E - Deficiency discovered or occurring during joint DT&E/IOT&E test which satisfies both DT&E/IOT&E objectives. If a deficiency occurred during a combined DT&E/IOT&E test program but was discovered while testing against DT&E objectives only, this is considered dedicated DT&E testing and the deficiency should be coded "D." If a deficiency during a combined DT&E/IOT&E test program but was discovered while testing against IOT&E objectives only, this is considered dedicated IOT&E testing and should be

**Code I** - Dedicated IOT&E Deficiency - Deficiency discovered or occurring during tests to satisfy initial operational test objectives.

**Code F** - Dedicated FOT&E Deficiency - Deficiency discovered or occurring during tests to satisfy user operational test objectives.

**Code S** - Sustainment Deficiency - Deficiency discovered or occurring during the operational employment, weapon evaluation, or repair of a fielded system.



## Customer Feedback Data Fields

The following are the data fields that make up the customer feedback record. Feedback on the DR process can be provided via FQM>feedback, or through the INFOCEN-WEB interface. Results of customer feedbacks can be queried by FQM>fbinqry or through the INFOCEN-WEB interface.

Field Name:	F10
Field Label:	Status Updates
Source:	Originator/Originating Point
Format:	1 N
	1 = Highly Satisfied
	2 = Satisfied
	3 = Somewhat Satisfied
	4 = Somewhat Dissatisfied
	5 = Dissatisfied
	6 = Highly Dissatisfied
Description:	Feedback Rating for Status Updates.
Field Name:	F100
Field Label:	Overall Comments
Source:	Originator/Originating Point
Format:	A/N Variable Length
Description:	Comments on Overall Satisfaction with how this DR was processed.
Field Name:	F110
Field Label:	Status Update Comments
Source:	Originator/Originating Point
Format:	A/N Variable Length
Description:	Comments on Feedback Rating for Status Updates. Required if F10>=3.
Field Name:	F20
Field Label:	Disposition Instructions
Source:	Originator/Originating Point
Format:	1 N
	1 = Highly Satisfied
	2 = Satisfied
	3 = Somewhat Satisfied
	4 = Somewhat Dissatisfied
	5 = Dissatisfied
	6 = Highly Dissatisfied
Description:	Feedback Rating for Disposition Instructions.
Field Name:	F120
Field Label:	Disposition Instructions Comments
Source:	Originator/Originating Point
Format:	A/N Variable Length
Description:	Comments on Feedback Rating for Disposition Instructions. Required if F20>=3.
Field Name:	F30
Field Label:	Results of Investigation
Source:	Originator/Originating Point
Format:	1 N
	1 = Highly Satisfied
	2 = Satisfied
	3 = Somewhat Satisfied
	4 = Somewhat Dissatisfied
	5 = Dissatisfied
	6 = Highly Dissatisfied
Description:	Feedback Rating for Results of Investigation.

Field Name: F130  
 Field Label: Results of Investigation Comments  
 Source: Originator/Originating Point  
 Format: A/N Variable Length  
 Description: Comments on Feedback Rating for Results of Investigation. Required if F30>=3.

Field Name: F40  
 Field Label: Corrective Actions  
 Source: Originator/Originating Point  
 Format: 1 N  
 1 = Highly Satisfied  
 2 = Satisfied  
 3 = Somewhat Satisfied  
 4 = Somewhat Dissatisfied  
 5 = Dissatisfied  
 6 = Highly Dissatisfied  
 Description: Feedback Rating for Corrective Actions.

Field Name: F140  
 Field Label: Corrective Actions Comments  
 Source: Originator/Originating Point  
 Format: A/N Variable Length  
 Description: Comments on Feedback Rating for Disposition Instructions. Required if F40>=3.

Field Name: F50  
 Field Label: Timeliness  
 Source: Originator/Originating Point  
 Format: 1 N  
 1 = Highly Satisfied  
 2 = Satisfied  
 3 = Somewhat Satisfied  
 4 = Somewhat Dissatisfied  
 5 = Dissatisfied  
 6 = Highly Dissatisfied  
 Description: Feedback Rating for Timeliness.

Field Name: F150  
 Field Label: Timeliness Comments  
 Source: Originator/Originating Point  
 Format: A/N Variable Length  
 Description: Comments on Feedback Rating for Timeliness. Required if F50>=3.

## Trend Analysis Data Fields

The following are the data fields that are computer generated the evening a DR is added to the database.

Field Name: TAI  
 Field Label: Trend Analysis Indicator  
 Source: Computer Generated  
 Format: A/N Variable Length  
 Description: Based on the National Stock Number (I100) of this DR. Contains a "snapshot" analysis of the number of DRs with the same NSN that are in the database (Total), open, closed, originated in the past 6/12/24 months, distribution by MDS, number in the RO21 archive database and the total number of Cat 1s.

Field Name: MAI  
 Field Label: Manufacturer Analysis Indicator  
 Source: Computer Generated  
 Format: A/N Variable Length  
 Description: Based on the Cage Code of the Manufacturer (I150) of the DR. Contains a "snapshot" analysis of the number of DRs with the same Cage that are in the database (Total), open, closed, originated in the past 6/12/24 months, number in the RO21 archive database and the total number of Cat 1s.

Field Name: OAI  
 Field Label: Overhaulers analysis Indicator  
 Source: Computer Generated  
 Format: A/N Variable Length  
 Description: Based on the Cage Code of the Manufacturer (I155) of the DR. Contains a "snapshot" analysis of the number of DRs with the same Cage that are in the database (Total), open, closed, originated in the past 6/12/24 months, number in the RO21 archive database and the total number of Cat 1s.

Field Name: orig\_id  
 Field Label: Originator ID  
 Source: Computer Generated  
 Format: A/N Variable Length  
 Description: Email address of the Originator of this DR. (Not available for DRs submitted via CAMS).



## APPENDIX B

### USING COMMANDS POINTS OF CONTACT FOR DEFICIENCY REPORTS

COMMAND OR ACTIVITY	COMMAND CODE	OFFICE SYMBOLS
AFSOC	0V	Appendix H
ALC	0F	Appendix F
ASC		Appendix C LGMW TEOS (AFSC Det 24, Eglin AFB FL 32542 for life support)
AETC	0J	Appendix K
AFRC	0M	Appendix M
AFSPC	1S	Appendix L
ACC	1C	Appendix D
AMC	1L	Appendix E
ANG	4Z	Appendix I
PACAF	0R	Appendix G
DCMC		Appendix Q
Technical Coordination Program (TCP)	1A	Appendix P
International Engine Management Program (IEMP)	1A	Appendix P
USAFE	0D	Appendix J
Air Force Inspection and Safety Center (AFISC)	02	SER
Directorate of Nuclear Surety (DNS)	02	SNA
Air Force Technical Applications Center (AFTAC)	2L	LGM
Technical Operations Division (AFTAC)	2L	LG
Air Force Operational Test and Evaluation Center (AFOTEC)	03	XPX LGL Kirtland AFB NM 87117
Belgian Air Force	4D	See Appendix N (F-16 only)
Royal Danish Air Force	4E	See Appendix N (F-16 only)
Royal Netherlands Air Force	4G	See Appendix N (F-16 only)
NATO AWACS Program	4I	Appendix O
Abbreviations Definitions		Appendix S
Air Force Materiel Command (AFMC)	1M	Appendix R



# APPENDIX C

## ASC POINTS OF CONTACT

### FOR DEFICIENCY REPORTS

FOR PROBLEMS PERTAINING TO:	CONTACT
Service deficiency reports for weapon systems/equipment/munitions identified below should be forwarded directly to the contact point of the responsible program office.	
Support Equipment, Avionics, MATE Life Support Equipment, Ejection Seat Systems, Survival Equipment, and Chemical Defense Equipment	ASC WRIGHT PATTERSON AFB OH//SM//
Combat Identification Equipment	ASC WRIGHT PATTERSON AFB OH//SM//
KC-135 Re-Engine Program (installation of CFM 56-2B-1/F-108-CF-100 engines), integral components and related SE	ASC WRIGHT PATTERSON AFB OH//RA//
KC-10 Tanker/Cargo Aircraft, Integral components and related SE	ASC WRIGHT PATTERSON AFB OH//SM//
F-15 weapon system and related SE, exclusive of the F-15 engine and related SE	ASC WRIGHT PATTERSON AFB OH//FBAAC
F-16, F100-PW200, F100-PW220, F110-GE-100 and related SE	Use Appendices P and R
Simulators and related SE	ASC WRIGHT PATTERSON AFB OH//YW//
All armament product group	ASC EGLIN AFB FL//WM//
C-17 related including SE	ASC WRIGHT PATTERSON AFB OH//YC//
F-22 related including SE	ASC WRIGHT PATTERSON AFB OH//YFA
B-2 related including SE	ASC WRIGHT PATTERSON AFB OH//YSOC//
Simulators and related SE	ASC WRIGHT PATTERSON AFB OH//YW//
B-1 related	ASC WRIGHT PATTERSON AFB OH//YDW//
Aircraft, power plants, and integral component subsystems, and accessories; personal equipment; related support equipment; and directly associated precision measurement equipment only when the responsible system program manager is unknown or the item is not listed in D043A or the Workload Mission Assignment System D086 at <a href="https://www.msg.wpafb.af.mil/d086/">https://www.msg.wpafb.af.mil/d086/</a> .	MAIL ADDRESS: Aeronautical Systems Division/ENO Wright-Patterson AFB OH 45433-5000 MESSAGE ADDRESS: ASC WRIGHT PATTERSON AFB OIV/AWZ//
Nuclear ordnance (Federal Supply Class 1100) and related SE	MAIL ADDRESS: Air Force Weapons Laboratory/NTS Kirtland AFB NM 87117 MESSAGE ADDRESS: AFWL 1, KIRTLAND AFB NA&/NTS//

FOR PROBLEMS PERTAINING TO:	CONTACT
Conventional munitions, tactical air-to-ground missiles, air-to-air missiles, threat simulators, munitions dispensers and related SE	MAIL ADDRESS: Armament Division/ENP Eglin AFB FL 32542 MESSAGE ADDRESS: AD EGLIN AFB FL//ENP//
Communication/electronic systems (including space communication systems) and related SE	MAIL ADDRESS: Electronic Systems Center/EN-2 5 Eglin Street Hanscom AFB MA 01731-2116 MESSAGE ADDRESS: ESC HANSCOM AFB MM/EN-2//
Space vehicles, space launch equipment, test re-entry vehicles or capsules, supporting SE, directly associated precision equipment and all associated subsystems	MAIL ADDRESS: Space & Missile System Center/SMC/SDFE 160 Skynet St, Ste 2315 Los Angeles AFB CA 90245-4683 MESSAGE ADDRESS: SMC LOS ANGELES AFB CA//SDFE#
ICBM missile systems, operational re-entry vehicles, all associated subsystems and all SE	MAIL ADDRESS: OO-ALC/LMEQ 6014 Dogwood Ave Hill AFB UT 84056-5816



# **APPENDIX D** **ACC POINTS OF CONTACT** **FOR DEFICIENCY REPORTS**

COMMAND IDENTIFICATION	CMD CODE	OFFICE SYMBOL	AREA OF RESPONSIBILITY
ACC	1C	DOSTS	Aircrew training devices and related software.
ACC	1C	DOSTL	All life support and aircrew crew chemical defense equipment.
ACC	1C	LGF	All aircraft and associated wquipment (not otherwise listed) related reports. Air Defense (ACC) POC is HQ 1 AF/LGMF.
ACC	1C	LGMF	All aircraft engines and support equipment (SE); foreign object damage (FOD), test cells propeller, jet turbine starter and sound suppressor related reports. Air Defense (ACC) POC is HQ 1 AF/LGMSs.
ACC	1C	LGMS	All powered and nonpowered flightline AGE, nondestructive inspection (NDI) equipment and ejection seat and corrosion control equipment (including solvents, paint, etc), and related reports.
ACC	1C	LGS	All fighter aircraft electronic countermeasures (ECM), sensor systems, and associated SE, and TMDE.
ACC	1C	LGR	All helicopter, C-130, E-9, 0-2, C-27, C-135, E3A, T-43, C-21, E-4, and U-2 aircraft, related reports, including E-3A, drone and low target avionics. Air defen (ACC) POC HQ 1 AF/LGFF for drone and low target related reports.
ACC	1C	LGQP	POC for policy and procedures relating to material deficiency reporting and investigating system for aircraft and related SE.
ACC	1C	LGTV	For motor vehicles and vehicular equipment related reports (not otherwise listed). Air Defense (ACC) POC is HQ 1 A.F/LGXP.
ACC	1C	LGW	All nonnuclear munitions. AIMS, airborne missile tactical air-to-ground-missile system (AGMS). Harpoon, and associated test, handling, nuclear/ nonnuclear delivery and release systems related reports. Air Defense (ACC) POC is HQ 1 AF/LGMW.
ACC	1C	LGWN	For nuclear weapons, re-entry vehicles/systems, related test and handling equipment, associated arming and fusing packages, FSC I100 nuclear ordnance commodity management, associated delivery systems, short range attack missiles, air launched cruise missiles, and advanced cruise missiles and associated test equipment.

COMMAND IDENTIFICATION	CMD CODE	OFFICE SYMBOL	AREA OF RESPONSIBILITY
ACC	1C	SCM	Communications-electronics and associated equipment for mission support, telephone, business data systems, red switches, and security systems.
ACC	1C	SCT	Communications-electronics and associated equipment for combat communication, theater air control systems, (TACS), airborne C2 equipment.
ACC	1C	SCS	Communications-electronics and associated equipment for strategic global C2 and radio C2 systems, maintenance of strategic automated command and control system (SACCS) equipment. Maintenance of hardened intersite cable system (HICS). Maintenance of missile control communications systems (MCCS) equipment. Communications-electronics and associated equipment in support of ICBM mission.
ACC	1C	SCY	Communications-electronics and associated equipment for ATCALS/navigation range and aerospace defense systems.
ACC	1C	SE	For copies of all MISHAP/Dull Sword/FOD related Reports. Air Defense (ACC) POC is HQ 1AF/SE.
ACC	1C	1AF/SCL Tyndall AFB FL	All air defense (ACC) unit communications-electronics and associated equipment related reports addressing ground atmospheric defense warning systems.

NOTE 1: Include applicable SE, DO, LG, etc, office at intermediate command headquarters as information addresses.

NOTE 2: For material DRs only, include as information addresses the applicable SE, DO, LG, etc, offices at other commands possessing the same end item or weapon system.

# **APPENDIX E** **AMC POINTS OF CONTACT FOR** **DEFICIENCY REPORTS**

COMMAND IDENTIFICATION	CMD CODE	OFFICE SYMBOL	AREA OF RESPONSIBILITY
AMC	1L	LGA	For C-5, C-141, C-17, C-130 and associated avionics, engine, fabrication subsystems. Also, munitions. DSN 576-2524
AMC	1L	LGF	For VC-137, KC-135, VC-25, C-21, C-20, C-12, KC-10, C-9, and associated avionics, engines, fabrications subsystems. DSN 576-3005
AMC	1L	LGQP	Policy and procedures for deficiency reporting and TMDE. DSN 576-2523
AMC	1L	LGT	For all vehicles and equipment. DSN 576-4737
AMC	1L	XOTL	For life support. DSN 576-2776
AMC	1L	XPQ	All reports for weapon systems undergoing test and evaluation. DSN 576-2919
AMC	1L	SCM	Communications-electronics and associated equipment. DSN 576-4735



# **APPENDIX F** **ALC POINTS OF CONTACT FOR** **DEFICIENCY REPORTS**

ALC IDENTIFICATION	SPM OR IM CODE	OFFICE SYMBOL	AREA OF RESPONSIBILITY
88OSS	FK	88OSS/OSE	All DRs involving Defense Logistics Agency FSG 59, 60, and FSC 6145 items, source of supply codes S9E, S9G, and S9I ADDRESS: 88OSS/OSE BLDG 280, Door 4 4170 HEBBLE CREEK ROAD Wright-Patterson AFB, OH 45433-5653 PHONE: DSN 986-2726
OKLAHOMA CITY ALC	FD	LGQ	For all DRs prime at Oklahoma City ALC MESSAGE ADDRESS: OC ALC TINKER AFB OK//LGQ// MAIL ADDRESS: OC-ALC, LGQ BLDG 3001 STAFF DRIVE TINKER AFB OK 73145-5990 PHONE: DSN 336-2775
OGDEN ALC	FE	LGQ	All DRs prime at Ogden ALC (excluding (SBICBM)) MESSAGE ADDRESS: OO ALC HILL AFB UT//LGQ// MAIL ADDRESS: OO-ALC/LGQ 7920 GEORGIA ST BLDG 1141 HILL AFB UT 84056-5822 PHONE: DSN 777-8426/5536
OGDEN ALC ICBM	FE	LMEQ	Minuteman and Peacekeeper weapons MESSAGE ADDRESS: OO ALC HILL AFB UT//LMEQ// MAIL ADDRESS: OO-ALC/LMEQ 6014 DOGWOOD AVE HILL AFB UT 84056-5816 PHONE: DSN 777-1777
		SFTT	All DRs on liquid propellants and petroleum products, FSG-91; chemicals, liquid, and compressed gases, FSG-68; compressed cylinders, FSG-8120, and MMACYD ADDRESS: SA ALC KELLY AFB//SFTT// PHONE: 945-7613

ALC IDENTIFICATION	SPM OR IM CODE	OFFICE SYMBOL	AREA OF RESPONSIBILITY
		CPSG/VCA/ZIE	For cryptologic equipment with FPD and MMAC CA, CI, CS. ADDRESS: CPSG San Antonio TX//VCA//ZIE// MAIL ADDRESS 230 HALL BLVD, STE 218 SAN ANTONIO TX 78243-7056 PHONE: 969-2661
		NWTA	All DRs for NOCM items with MMAC CM and NOCM items. ADDRESS: SA ALC KELLY AFB //NWTA// (Scheduled to transfer to OO-ALC in FY98)
WARNER ROBINS ALC	FJ	LAGSDC	All DRs prime at Warner Robins ALC (including vehicles) MESSAGE ADDRESS: WR-ALC/LAGSDC MAIL ADDRESS: 375 PERRY ST ROBINS AFB GA 31098-1863 PHONE: DSN 468-5962
AIR FORCE CLOTHING AND TEXTILE OFFICE 2880 S. 20TH STREET PHILADELPHIA PA 19101 (WHEN REPORTING BY <u>MESSAGE, INFO</u> THE APPROPRIATE ALC/SE ORGANIZATION)	ST	MMIC	All DRs for items in FSC 7210, FSG 83, FSG 84, (except 8475), 9420, and 9430 ADDRESS: AFCTO PHILADELPHIA PA// NMC//

# **APPENDIX G** **PACAF POINTS OF CONTACT FOR** **DEFICIENCY REPORTS**

COMMAND IDENTIFICATION	CMD CODE	OFFICE SYMBOL	AREA OF RESPONSIBILITY
PACAF	0R	LGMF	For aircraft, SE and associated systems equipment, including avionics.
PACAF	0R	LGW	For munitions, air launched missiles, weapons release systems and associated equipment including non-powered SE.
PACAF	0R	LGTV	For all motor vehicles and vehicular equipment.
PACAF	0R	DOUL	For life support equipment.
PACAF	0R	SCLMM	For C-E and associated equipment.
PACAF	0R	LGMM	Command POC for policy and procedures relating to DRs.

NOTE: Include other commands possessing the same end item or weapon system, SE, DO, LGM, LGW, etc, office as informational addresses for material DRs only.





**APPENDIX H**  
**AFSOC POINTS OF CONTACT FOR**  
**DEFICIENCY REPORTS**

COMMAND IDENTIFICATION	CMD CODE	OFFICE SYMBOL	AREA OF RESPONSIBILITY
AFSOC	0V	LGMW	For aircraft, engines, munitions and aerospace ground equipment.
AFSOC	0V	LGMA	For aircraft avionics and avionics support equipment.
AFSOC	0V	LGMXA	Command POC for policy and procedures relating to deficiency reporting. DSN 579-2077
AFSOC	0V	LGT	For vehicles and equipment.



# APPENDIX I

## ANG POINTS OF CONTACT FOR DEFICIENCY REPORTS

COMMAND IDENTIFICATION	CMD CODE	OFFICE SYMBOL	AREA OF RESPONSIBILITY
NGB	4Z	LGMA	For DRs submitted by aviation unit avionics.
NGB	4Z	LGMM	Propulsion, precision measurement equipment (PMEL).
NGB	4Z	LGMF	For other DRs submitted by the aviation unit aircraft maintenance deputate.
NGB	4Z	LGT	For DRs submitted by the operations deputate life vehicle maintenance section.
NGB	4Z	XOOS	For DRs submitted by the operations deputate life support section.
NGB	4Z	SCIN	For all software related reports.
NGB	4Z	SE	For information copies of all mishap/FOD related.
NGB	4Z	LGMM	Command POC for policy and procedures relating to Deficiency Reporting. DSN 278-8499

An information copy of each DR will be sent to the appropriate gaining major command office shown in the applicable appendix in this technical order.



**APPENDIX J**  
**USAFE POINTS OF CONTACT FOR**  
**DEFICIENCY REPORTS**

COMMAND IDENTIFICATION	CMD CODE	OFFICE SYMBOL	AREA OF RESPONSIBILITY
USAFE	0D	LGMA	For aircraft.
USAFE	0D	LGMA	For aircraft avionics equipment, tools, test equipment.
USAFE	0D	LGMM	For all associated ground equipment.
USAFE	0D	LGW	For weapons, munitions and associated hardware, airborne missiles, munitions support equipment, weapons loading (except MJ-1 and MHU-83) weapons release, gun services, gun firing, weapons release/firing systems, engines, SE, egress, fuel, corrosion control and NDI.
USAFE	0D	24AOS/DOL	For life support equipment.
USAFE	0D	LGT	For motor vehicles.
USAFE	0D	LGMM	Command POC for policy and procedures relating to deficiency reporting.



# **APPENDIX K** **AETC POINTS OF CONTACT FOR** **DEFICIENCY REPORTS**

COMMAND IDENTIFICATION	CMD CODE	OFFICE SYMBOL	AREA OF RESPONSIBILITY
AETC	0J	SCML	For communication-electronics (C-E).
AETC	0J	AOXL/LGMT/SCF	For life support equipment.
AETC	0J	LGMA	T-1, T-3, T-37, T-38, and T-43 aircraft;
AETC	0J	LGMT	J69 and J85 engines; and support equipment, test measurement diagnostic equipment.
AETC	0J	APPROPRIATE LEAD COMMAND	For all other aircraft, engine, avionics, and related support equipment.
AETC	0J	SEF	INFO for all DR related aircraft and engine reports.
AETC	0J	LGMW	Munitions, weapons, and associated support equipment.
AETC	0J	LGT	For motor vehicles.
AETC	0J	LGMM	Command POC for policy and procedures relating to deficiency reporting and deficiency reports for aircrew training devices. DSN 487-6344





**APPENDIX L**  
**AFSPC POINTS OF CONTACT FOR**  
**DEFICIENCY REPORTS**

COMMAND IDENTIFICATION	CMD CODE	OFFICE SYMBOL	AREA OF RESPONSIBILITY
AFSPC	1S	LGMMS	Aircraft corrosion, NDI, aerospace ground equipment and tools. DSN 692-3021
AFSPC	1S	LGMMS	Precision measurement equipment laboratory and test, measurement, and diagnostic equipment. DSN 692-5989
AFSPC	1S	LGTV	Vehicles DSN 692-5422
AFSPC	1S	CSS/ SCFM	C-E and associated equipment, C-E corrosion. DSN 692-3310
AFSPC	1S	LGMI	Command POC for policy and procedures relating to material deficiency reporting. DSN 692-3021
AFSPC	1S	LGMMD	Info addresses for all deficiency reports. DSN 692-9192



**APPENDIX M**  
**AFRC POINTS OF CONTACT FOR**  
**DEFICIENCY REPORTS**

COMMAND IDENTIFICATION	CMD CODE	OFFICE SYMBOL	AREA OF RESPONSIBILITY
AFRC	0M	CEM	For all DRs submitted by C-E units.
AFRC	0M	LGMA	For DRs submitted by flying units.
AFRC	0M	LGT	For all ground vehicles and equipment.
AFRC	0M	DOTS	For life support equipment.
AFRC	0M	SCMB	For ground communications DRs.
AFRC	0M	LGMS	Command POC for policy and procedures relating to DR. DSN 497-1639



## APPENDIX N

### F-16 ACTION/INFORMATIONAL ADDRESSES

F16 A/B/C/D

ACTION: OO-ALC HILL AFB UT//TIEPR//

F-16 A/B and F-16 A/B Support equipment material DRs will be addressed to:

ACTION: Maintenance engineering manager identified in D043A and the Workload Mission Assignment System D086 at <https://www.msg.wpafb.af.mil/d086/>.

F100-PW200 and F110-GE-100 Engine DRs will be addressed to:

ACTION: OO-ALC HILL AFB UT//LAAX//

DRS on F-16 AIS ATE will be addressed to OO-ALC HILL AFB UT//TIEPR// for action.

DRs on F-16 C/D peculiar AIS ATE will be addressed to ASC WRIGHT PATTERSON AFB OH//YPCC// for action.

NOTE: The above list is in addition to any other list of addressees which may be issued by OO-ALC/TIEPR, ASC/YPC or ASC/SMCC



## APPENDIX O

### E-3A ACTION/INFORMATIONAL ADDRESSES

ACC E-3 deficiency reports will be addressed to:

OC-ALC TINKER AFB OK//LARF//LAK//

NATO E-3 deficiency reports will be addressed to:

OC-ALC TINKER AFB OK//LAK//

SAUDI E-3 deficiency reports will be addressed to:

OC-ALC TINKER AFB//LAKI//

International agreements require that the following addressees will receive info copies of all E-3A related DRs.

- a. COMNAEFW SHAPE BE//FCL/
- b. NAEWF E-3A COMPONENT GEILENKIRCHEN GE//LWC/LWMC/LWMQ
- c. HQ ACC LANGLEY AFB VA//LGMA//
- d. 552 AWACW TINKER AFB OK//
- e. ESC HANSCOM AFB MA//AWL//
- f. OC-ALC TINKER AFB OK//LARF//LAKI

NOTE: The above list is in addition to any other list of addressees which may be issued by the E-3 System Program Manager or otherwise required by this Technical Order.





## APPENDIX P

## ADDRESSES FOR IEMP PARTICIPANTS ONLY

If the country is an IEMP participant, and the condition or defect involves the engine, (excluding APU, GTE, QEC, or starters) on:

J85, T56 Engine	<p>Contact Point Office:</p> <p>MAIL ADDRESS: SA-ALC/LPIE 485 Quentin Roosevelt Rd Kelly AFB TX 78241-6427 MESSAGE ADDRESS: SA ALC KELLY AFB TX//LPIE//</p>
F-100 Engine	<p>MAIL ADDRESS: SA-ALC/LPIF 485 Quentin Roosevelt Rd Kelly AFB TX 78241-6427 MESSAGE ADDRESS: SA ALC KELLY AFB TX//LPIF//</p>
TF30 Engine (See Note)	<p>MAIL ADDRESS: OC-ALC/LGQ 3001 Staff Dr, Ste 2R83 Tinker AFB OK 73145-3001 MESSAGE ADDRESS: OC ALC TINKER AFB OK//TICLA//</p>
J79 Engine (See Note)	<p>MAIL ADDRESS: OC-ALC/LGQ 3001 Staff Dr, Ste 2R83 Tinker AFB OK 73145-3001 MESSAGE ADDRESS: OC ALC TINKER AFB OK//TICLA//</p>
F-110 Engine (See Note)	<p>MAIL ADDRESS: OC-ALC/LGQ 3001 Staff Dr, Ste 2R83 Tinker AFB OK 73145-3001 MESSAGE ADDRESS: OC ALC TINKER AFB OK//LPAMI//</p>

## NOTE

The following should be included as information addressee on all correspondence pertaining to CFM56, TF-30, TF-33-P100A, J-79, and F-110 engine DRs:

MAIL ADDRESS:  
OC-ALC/LGQ  
3001 Staff Dr, Ste 2AG1102D  
Tinker AFB OK 73145-3001  
MESSAGE ADDRESS:  
OC ALC TINKER AFB OK//LPAMI//

**ADDRESSES FOR TCP PARTICIPANTS ONLY**

If the country is a TCP Participant, and the condition of defect involves the aircraft, systems, or support equipment (excluding engines) on:

F-5A, B, E, F Aircraft	Contact Point Office: MAIL ADDRESS: SA-ALC/LFT 485 Quentin Roosevelt Rd Ste 500 Kelly AFB TX 78241-6425 MESSAGE ADDRESS: SA ALC KELLY AFB TX//LFT//
A-37, T-37, T-38 Aircraft	MAIL ADDRESS: SA-ALC/LFT 485 Quentin Roosevelt Rd Kelly AFB TX 78242-6425 MESSAGE ADDRESS: SA ALC KELLY AFB TX//LFT//
F-4 Aircraft	MAIL ADDRESS: OO-ALC/LCDI 6089 Wardleigh Rd Hill AFB UT 84056-5838 MESSAGE ADDRESS: OO ALC HILL AFB UT//LCDI//
F-15 Aircraft	MAIL ADDRESS: WR-ALC/LAKI 296 Cochran St Robins AFB GA 31098-6001 MESSAGE ADDRESS: WR ALC ROBINS AFB GA//LAKI//
E-3 Aircraft	MAIL ADDRESS: OC-ALC/LAK 3001 Staff Dr, Ste 2AH110 Tinker AFB OK 73145-3022 MESSAGE ADDRESS: OC ALC TINKER AFB OK//LAK//
C-130 Aircraft	MAIL ADDRESS: WR-ALC/LB 265 Ocmulgee Court Robins AFB GA 31098-1647 MESSAGE ADDRESS: WR-ALC ROBINS AFB GA//LB//
AIM 9 P4 Missile	MAIL ADDRESS: WR-ALC/LKGL 460 Second Street, Ste 221 Robins AFB GA 31098-1640 MESSAGE ADDRESS: WR-ALC ROBINS AFB GA//LKGL//
MAVERICK TCG	MAIL ADDRESS: OO-ALC/WMI 6034 Dogwood Ave Hill AFB UT 84056-5816

MAIL ADDRESS:  
WR-ALC/LBI  
265 Ocmulgee Court  
Robins AFB GA 31098-3022  
MESSAGE ADDRESS:  
WR ALC ROBINS AFB GA//LBI//

MAIL ADDRESS:  
WR-ALC/LKGF  
460 Second St  
Robins AFB GA 31098-1640  
MESSAGE ADDRESS:  
WR ALC ROBINS AFB GA//LKGF/



## APPENDIX Q

**DCMA POINTS OF CONTACT FOR INITIAL ACCEPTANCE INSPECTION  
REPORTS OF AIRCRAFT OR AIRCRAFT ENGINES**

MESSAGE ADDRESS	OFFICE SYMBOL
DCMC Boston-Textron Systems Corp	GF
DCMC Boeing SEATTLE	RB
DCMC Wichita-Boeing	RW
DCMC Long Island-Eaton Corp./AIL Div	GG
DCMC Long Island-(Lockheed Martin Fairchild)	GG
DCMC General Electric Evandale	RC
DCMC Lockheed Martin Delaware Valley	RV
DCMC Hughes Tucson	RT
DCMC Lockheed Ft Worth	RW
DCMC Lockheed Martin Marietta	RH
DCMC Lockheed Martin California	RL
DCMC Lockheed Martin Astronautics	RC
DCMC Northrop Grumman California	RN
DCMC Pratt & Whitney West Palm Beach	RZ
DCMC Pratt & Whitney East Hartford	RW
DCMC Santa Ana (RI CORP)	GA
DCMC Boeing Canoga Park	RE
DCMC Thiokol	RR
DCMC Van Nuys (TRW Redondo Beach CA)	GV
DCMC Northrop Grumman Baltimore	RF

## NOTE

The above references are some of the more common DCMC locations, additional DCMC locations may be found on the www at the following address (<https://www.dcm.mil>)



**APPENDIX R**

**AFMC POINTS OF CONTACT FOR**

**DEFICIENCY REPORTS**

COMMAND IDENTIFICATION	CMD CODE	OFFICE SYMBOL	AREA OF RESPONSIBILITY
AFMC	1M	DRW	Munitions/missiles, guns of all types, munitions material handling equipment (MMHE), Tanks Racks Adapters & Pylons (TRAP).
AFMC	1M	DRB	The following aircraft: A-37, C-5, C-7, C-9, C-12, C-17, C-20, C-21, C-22, C-23, C-25, C-27, CT-39, C-46, C-47, C-54, C-117, C-118, C-119, C-121, C-123, C-130, C-140, C-141, C/EC-18, C/KC/EC/RC-135, E-4, F-5, H-1, H-3, H-34, H-43, H-53, H-60, KC-10, OV-10, U-3, T-1, T-33, T-37, T-38, T-41, T-43, T-45, TG-7, U-17, UV-18
AFMC	1M	DRS	The following ICBM missiles: LGM-25, LGM-30, LGM-118 and the following space systems: MILSATCOM (DCSC, MILSTAR, AFSATCOM), Atlas, Delta, Titan, II/IV, AFSCN, DMSP, DSP/SBIRS, GPS, EELV, and Spacelift Range.
AFMC	1M	DRD	Ground communications-electronics systems.
AFMC	1M	DRA	The following aircraft and drones: A-7, A/OA-10, AC-130, B-1, B-2, B-52, CV-22, R/RF-4, F-15, F-16, F-22, F-100, F-104, F-106, F/FB/EF-111, F-117, E-3, E-8, H-JSF, BQM-34, QF-100, QF-106, MQM-107, and U-2.
AFMC	1M	DRC	Electronic warfare, test system and support equipment, vehicular equipment, including watercraft and railway equipment, life support equipment, simulators, avionics fuel equipment systems, chemical/biological equipment, and support equipment contained in Harvest Bare, Eagle, and Falcon kits. Propulsion systems for all aircraft, missiles (except rocket motors) and drones and ground power and aircraft mounted auxiliary power units.





## APPENDIX S

### ABBREVIATION DEFINITIONS

THIS APPENDIX LISTS ABBREVIATIONS THAT ARE USED FREQUENTLY IN THIS TECHNICAL ORDER WITHOUT THEIR DESCRIPTION. ABBREVIATIONS USED AFTER A SINGLE DESCRIPTION OR IN THE SAME PARAGRAPH IN WHICH THEY FIRST APPEAR ARE EXCLUDED FROM THIS LISTING.

ACC	Air Combat Command
AETC	Air Education and Training Command
AFCA	Air Force Communication Agency
AFI	Air Force Instruction
AFIS	Air Force Intelligence Service
AFISC	Air Force Inspection and Safety Center
AFJMAN	Air Force Joint Manual
AFMAN	Air Force Manual
AFMC	Air Force Material Command
AFOTEC	Air Force Operational Test & Evaluation Center
AFPD	Air Force Policy Directive
AFRC	Air Force Reserve Command
AFREG	Air Force Regulation
AFREP	Air Force Repair Enhancement Program
AFSAC	Air Force Security Assistance Center
AFSARC	Air Force System Acquisition Review Council
AFSOC	Air Force Special Operations Command
AFSPC	Air Force Space Command
AFTAC	Air Force Technical Applications Center
AFV	Awaiting Fix Verification
AGE	Aerospace Ground Equipment
AGMS	Air-to-Ground Missile System
AI	Acceptance Inspection
ALC	Air Logistics Center
ALCM	Air Launch Cruise Missile
AMC	Air Mobility Command
ANG	Air National Guard
APU	Auxiliary Power Unit
ARE	Atmospheric Research Equipment
ASE	Application Support Environment
AU	Air University
AUTOSEVOCOM	Automatic Secure Voice Communications
AWACS	Airborne Warning and Control System
C-CSG	Communications - Computer Systems Group
C-E	Communications- Electronics (equipment)
CAO	Contract Administration Office
CAT	Category
CAGE	Commercial and Government Entity
CAMS	Core Automated Maintenance System
CAR	Command Assessment Review
CAS	Contract Administration Services
CCB	Configuration Control Board
CDRL	Contract Data Requirements List
CIP	Component Improvement Program
CM	Commodity Manager
COTS	Commercial-Off-The-Shelf
CPIN	Computer Program Identification Number
CRLCMP	Computer Resource Life Cycle Management Plan

CSCI	Computer Software Configuration Item
DAB	Defense Acquisition Board
DBM	Data Base Manager
DCM	Deputy Commander of Maintenance
DCMA	Defense Contract Management Agency
DCMAO	Defense Contract Management Agency Office
DDN	Defense Data Network
DFARS	Defense Federal Acquisition Regulations
DIA	Defense Logistics Agency
DIFM	Due-In From Maintenance
DISN	Defense Information System Network
DISNET	Defense Information System Network
DLA	Defense Logistics Agency
DMRD	Defense Management Review Decision
DMSP	Defense Meteorological Satellite Program
DNS	Domain Name Service
DoD	Department of Defense
DODAAC	Department of Defense Address Activity Code
DR	Deficiency Report
DREAMS	Deficiency Reporting Entry And Mail Service
DRP	Deficiency Reporting Program
DRMO	Defense Reutilization Marketing Office
DRS	Deficiency Reporting System
DS	Directorate of Distribution
DSN	Defense Service Network
DT&E	Development Test & Evaluation
DT&E/IOT&E	Development Test & Evaluation/Initial Operational Test & Evaluation
DTC	Delivery Term Codes
DTS	Defense Transportation System
EC	Engineering Change
ECM	Electronic Countermeasures
ECP	Engineering Change Proposal
EFTO	Encrypt for Transmission Only
EIM	Engine Item Manager
ELM	Electronic Mail (used on Infocen)
EM	Engine Manager
E-MAIL	Electronic Mail
EMS	Equipment Management Section
EPAF	European Participating Air Force
EPG	European Participating Government
ES	Equipment Specialist
FAA	Federal Aviation Administration
FM	File Manager
FMS	Foreign Military Sales
FOD	Foreign Object Damage
FOT&E	Follow-on Test and Evaluation
FSC	Federal Supply Class
FSL	Forward Supply Location
GBL	Government Bill of Lading
GFE	Government Furnished Equipment
GFM	Government Furnished Material
GFP	Government Furnished Property
GIDEP	Government Industry Data Exchange Program
GLCM	Ground Launch Cruise Missile
GMT	Greenwich Mean Time
GSA	General Service Administration

GTE	Government Test Equipment
HAP	High Accident Potential
HICS	Hardened Intersite Cable System
IAW	In Accordance With
ICBM	Intercontinental Ballistic Missile
IEMG	Intentional Engine Management Group
IEMP	Intentional Engine Management Program
ILCO	Intentional Logistics Center Office
ILM	Installation Logistics Maintenance
IM	Item Manager
IMS	Item Manager Specialist
INFOCEN	Information Central
IOT&E	Initial Operational Test and Evaluation
IPT	Integrated Product Team
IWSM	Integrated Weapon System Management
JCN	Job Control Number
JETD	Joint Electronic Type Designator
JOAP	Jet Oil Analysis Program
JOT&E	Joint Operational Test and Evaluation
JTIDS	Joint Tactical Information Distribution System
LAN	Local Area Network
LCN	Logistics Control Number
LOA	Letters of Offer and Acceptance
LRU	Line Replacement Unit
MAJCOM	Major Command
MC	Marine Corps
MCCS	Missile Control Communications System
MCCS	Mission Critical Computer System
MDC	Maintenance Data Collection
MDR	Material Deficiency Report
MDS	Mission, Design, Series
MFR	Manufacturer
MGM	Materiel Group Manager
MICAP	Mission Incapable Parts
MILSTRIP	Military Standard Requisitioning and Issue Procedure
MIP	Materiel Improvement Project
MIPRB	Materiel Improvement Project Review Board
MMAC	Materiel Management Aggregation Code
MMHE	Munitions Materiel Handling Equipment
MOA	Memorandum of Agreement
MRB	MIP Review Board
MSG	Material Systems Group
MSO	Material Safety Officer
MSPM	Material Supply Program Manager
MSTG	Material Safety Task Group
MTBF	Meantime Between Failure
MTBM	Meantime Between Maintenance
NA	Not Applicable
NASA	National Aeronautics and Space Administration
NSA	National Security Agency
NDI	Non-Destructive Inspection
NDI	Non-Development Items
NHA	Next Higher Assembly
NOC	Not Otherwise Code
NOCM	Nuclear Ordnance Commodity Management

NSA	National Security Agency
NSL	Not Stock Listed
NSN	National Stock Number
OAF	Open Awaiting Funds
OI	Operating Instruction
OJT	On-the-Job-Training
OPCOM	Operating Command
OPR	Office of Primary Responsibility
OSI	Office of Special Investigations
OT	Operational Transition
OTA	Operating Test Agency
OTF	Operating Time at Failure
OT&E	Operational Test & Evaluation
PACAF	Pacific Air Forces
PAT	Process Action Team
PC	Personal Computer
PCO	Procurement Contracting Office
PCR	Publication Change Request
PDM	Programmed Depot Maintenance
PDQPI	Product Deficiency Quality Performance Indicator
PGM	Product Group Manager
PIWG	Product Improvement Working Group
PLSS	Precision Location Strike System
PMD	Program Management Directive
PME	Precision Measurement Equipment
PMEL	Precision Measurement Equipment Laboratory
PMO	Program Management Office
POC	Point of Contact
PQDR	Product Quality Deficiency Report
PSP	Primary Support Point
QAS	Quality Assurance Specialist
QDR	Quality Deficiency Report
QEC	Quick Engine Change
QRC	Quick Reaction Capability
RCN	Report Control Number
RDD	Required Delivery Date
RefDes	Reference Designator
REMIS	Reliability and Maintainability Information System
RIW	Reliability Improvement Warranty
ROD	Report of Discrepancy
RP	Reserve Personnel
RPIE	Real Property Installed Equipment
RTO	Responsible Test Organization
SA	Security Assistance
SACCS	Strategic Automated Command and Control System
SAFPAR	Secretary of the Air Force Program Assessment Review
SAM	Special Air Mission
SBSS	Standard Base Supply System
SCIT	Standardization and Control of Industrial Quality Tools
SDP	Software Development Plan
SDR	Software Deficiency Report
SDR	Supply Discrepancy Report
SE	Support Equipment
SEE	Special Electronic Equipment
SFW	Sensor Fused Weapon

SM	Single Manager
SM	System Manager
SN	Serial Number
SOR	Source of Repair
SOS	Source of Supply
SOW	Statement of Work
SP	Support Point
SPD	System Program Director
SPM	System Program Manager
SPO	System Program Office
SPOCO	Single Point of Contact Office
SR	Service Reporting
SRD	Standard Reporting Designator
SSL	Secure Sockets Layer
TAC	Terminal Access Controller
TACS	Theater Air Control Systems
TCG	Technical Coordination Group
TCP	Technical Coordination Program
TCN	Transportation Control Number
TCTO	Time Compliance Technical Order
TDR	Teardown Deficiency Report
T&E	Test and Evaluation
T&EDRB	Test and Evaluation Deficiency Review Board
TEMPS	T&E Master Plans
TMDE	Test Measurement and Diagnostic Equipment
TMS	Type Model and Series
TO	Technical Order
TPS	Test Program set
TRC	Technological Repair Center
TSI	Time Since Installed
TSN	Time Since New
TSO	Time Since Overhauled
UAMS	User Account Management System
UMMIPS	Uniform Material Movement and Issue Priority System
USAF	United States Air Force
USAFE	United States Air Forces Europe
USCG	United States Coast Guard
VIWG	Vehicle Improvement Working Group
WDR	Warranty Deficiency Report
WIT	Watch Item
WITS	Watch Item Tracking Subsystem
WP	Warranty Plan
WUC	Work Unit Code

